



CITY OF DOTHAN
Personnel Department
126 North Saint Andrews Street
Dothan, AL 36303
<http://www.dothan.org>

Outside

**INVITES APPLICATIONS FOR THE POSITION OF:
Assistant Leisure Services Director (Programs)**

SALARY
\$68,536.00 - \$109,657.60 Annually

CLOSING DATE: 1/31/2023

This position is responsible for directing assigned department operations for leisure services facilities and programming.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited* college or university with a bachelor's degree in Recreation, Park Management, Public Administration, Event Planning, Physical Education, or closely related field, **and**
- Ten (10) years recent experience in a municipal management position directing public parks and recreation programs; **and**
- Two (2) years recent supervisory and organizational experience; **and**
- Possession of a minimum of one (1) of the following current/valid certifications:
 - Alabama Recreation and Parks Association (ARPA) Professional Recreator Certificate
 - Aquatic Facility Operator (AFO) Certification
 - CPR/First Aid Instructor
 - Certified Parks and Recreation Professional (CPRP)
 - Certified Playground Safety Inspector (CPSI)
 - Certified Pool Operator (CPO)
 - Certified Sports Field Manager (CSFM)
 - Certified Sports Official (Such as Dixie Youth, Special Olympics, etc.)
 - Certified Therapeutic Recreation Specialist (CTRS)
 - Certified Youth Sports Administrator
 - Group Fitness Instructor (From an Accredited Institution/Program)
 - Ornamental and Turf Pest Control Supervisor or Custodial (OTPS/OTPC) Certification
 - Personal Trainer Certification (From an Accredited Institution/Program)
 - ServSafe Manager Certificate
 - Trail Maintenance, Management, and/or Trail Master Certification
 - Turfgrass Management Certification
 - USA Archery - Level I Instructor Certification
 - Water Safety Instructor (WSI) Certification
- Possession of current/valid American Red Cross CPR/AED certification *preferred*.
- Possession of current/valid Certified Parks and Recreation Professional (CPRP) certification *preferred*.
- Possession of current/valid Certified Playground Safety Inspector (CPSI) certification(s) *preferred*.

*Accredited through an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

CONDITIONS OF EMPLOYMENT/PROMOTION/DEMOTION/TRANSFER:

Must complete and accept Certification of Understanding & CDL Condition of Employment/Promotion/Demotion/Transfer form(s).

NECESSARY SPECIAL REQUIREMENTS:

- A valid driver license and an acceptable driving record. (PBA 09/10/01)
- Employees in this position are required to obtain/maintain a Commercial Driver License (CDL) Class C with Passenger Endorsement within 120 days of employment/promotion/demotion/ transfer. (See condition for details.)
- Employees in this position are required to successfully complete at least one (1) of the following additional certifications within eighteen (18) months of employment/promotion/demotion/transfer. (See condition for details.)
 - Alabama Recreation and Parks Association (ARPA) Professional Recreator Certificate
 - Aquatic Facility Operator (AFO) Certification
 - CPR/First Aid Instructor
 - Certified Parks and Recreation Professional (CPRP)
 - Certified Playground Safety Inspector (CPSI)
 - Certified Pool Operator (CPO)
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 - Personal Trainer Certification (From an Accredited Institution/Program)
 - ServSafe Manager Certificate
 - Trail Maintenance, Management, and/or Master Certification(s)
 - Turfgrass Management Certification
 - USA Archery - Level I Instructor Certification
 - Water Safety Instructor (WSI) Certification
- Employees in this position are required to obtain/maintain an American Red Cross CPR/AED certificate within six (6) months of employment/promotion/demotion/transfer. (See condition for details.)
- An applicant for this position is subject to various background investigations up to and including a criminal, credit, past employment, and reference checks.
- An applicant for this position is subject to a criminal history background check pursuant to the following statutes: §§38-13-1, Ala. Code (1975) et seq., as amended by the Child Care Safety Act (Act of Alabama #2018-278), Act of Alabama 2019-322, or §41-27-10, Ala. Code (1975).
- Employees are required to submit to Drug and Alcohol testing in accordance with the City of Dothan policy, which includes pre-employment and random tests for the duration of employment in this position. (PBA 08/13/12)
- Must meet the City of Dothan's employment physical standards, which include drug/alcohol testing.

APPLICATION/EXAMINATION:

Qualified applicants will be evaluated based on training and experience as documented on their application. This evaluation will comprise 100% of their final grade.

Applicants with a disability who feel they need accommodation should contact the Personnel Department in writing on or before the closing date of this advertisement by emailing jobs@dothan.org.

For more detailed information and to apply go to the City of Dothan's website at <http://www.dothan.org> and click the employment link.

An Equal Opportunity, Affirmative Action Employer