

DIRECTOR OF PARKS AND RECREATION

NATURE OF WORK

This is a responsible, professional and administrative position involving the directing, planning, developing and administering of a comprehensive community recreational services program for recreational facilities, parks and buildings. Works under general policy direction established by the Mayor and City Council with considerable latitude for independent action subject to review by the Mayor through meetings, reports, public response and evaluation of results obtained. Maintains a close working relationship with the City Clerk and other Department Heads.

EXAMPLES OF DUTIES

Plan, organize, implement and supervise a comprehensive recreation program for the citizens of the city; recommend program needs and/or changes as needed. Assign, supervise, and schedule work of employees in the Recreation Department. Schedule all events, secure sponsors, coordinate picture sessions, and supervise events and tournaments. Responsible for selection of coaches, officials, and scorekeepers and ensure they are available for events. Ensure equipment and supplies are available for all events and for employees to perform job duties. Assist employees with field, equipment and facility maintenance. Responsible for the day to day office duties involved with programs and services. Promote recreational activities through the media; met with civic organizations and other community groups to promote interest in the department and its services; when requested, prepare and give presentations to civic and other public interest groups. Develop and maintain open and effective communication with department supervisors to ensure proper development of interdivision communication and functional coordination. Prepare and monitor annual budget for maintenance of all department physical facilities and equipment. Responsible for the training, development and appraisal of assigned personnel. Attend meetings, conferences and workshops to maintain professional development. Perform other related duties as directed.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Extensive knowledge of the objectives, principles and practices of recreation services supervision and management. Knowledge of various sports and rules and regulations regulating play. Knowledge of use and maintenance of equipment used in operating the department. Ability to plan, organize and direct the day-to-day activities of personnel involved in a well-rounded and comprehensive leisure service and recreation program. Ability to establish and maintain effective working relationships with employees, officials, civic organizations and the general public. Ability to interpret and schedule for the needs of the community relating to recreational programs and activities. Ability to express ideas clearly and concisely, both orally and in writing.

Training and Experience

College degree in recreation and leisure services administration or related field preferred; three (3) years progressively responsible experience in recreational services or sporting event administration; or an equivalent combination of training and experience.

Special Requirements

Valid driver license. Flexibility to work odd hours.

Physical Requirements

Position requires manual labor. Frequent standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck, grasping, pushing, pulling and reaching above and below shoulder level. Ability to lift a minimum of 50 pounds.

CLASSIFICATION: Administrative-Supervisory. FLSA Exempt.

PAY GRADE: N/A