



POSITION TITLE: Director of Parks and Recreation/Sports (380)
DEPARTMENT: Parks and Recreation
REPORTS TO: Mayor

Position Summary

The purpose of this position is to plan and direct the day-to-day operations of the Parks and Recreation Department. Duties includes, but are not limited to: supervising staff, coordinating plans, developing policies and procedures, working tournaments including weekends and performing additional tasks as assigned by the Mayor.

Position Responsibilities

- Supervises, directs, and evaluates assigned staff, handles employee concerns and problems, assigns work, provides counseling and recommends disciplinary and other personnel actions. Creates goals, expectations and professional development plans for subordinate staff.
- Develops and maintains a workforce committed to, and with highly developed competencies in, customer service, results orientation, and team work. Directly or through managers, appoints, supervises, provides training and performance evaluation and development, and ensures accountability of Department employees. Establishes and maintains a working environment conducive to positive morale, quality services, and innovation.
- Oversees and participates in the development and administration of the Parks and Recreation Department budget; approves the forecast of funds needed for staffing, equipment, training, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Develops, implements and reports on the departments strategic plan and related performance results.
- Develops departmental policies and procedures and ensures employees and departments comply.
- Coordinates and directs the advertising and marketing of departmental facilities and services through promotional literature, news media, etc.
- Responsible for recruiting a minimum number of tournaments with a minimum number of teams for each sport, including fishing. This number will be established on a yearly basis by the Mayor or his/her designee.
- Authorizes administrative and maintenance documentation and directs and coordinates the preparation of various monthly, quarterly and annual reports.

- Prepares, reviews and approves various departmental correspondences, reports, and memoranda.
- Responds to inquiries or complaints from citizens and others by phone, email or in writing.
- Attends meetings of the department, service groups, staff, community organizations, city council, leadership team, etc., provides information concerning departmental activities and services and makes presentations to various groups and government authorities.
- Must maintain a professional appearance that coincides with the brand image of the City of Gadsden. Must maintain a positive relationship in the community.
- Must reside in Gadsden or be willing to locate within six months.

Marginal Job Functions

- Performs other related duties as required.

Minimum Qualifications

Bachelor's Degree in Recreation Administration or related field required with a minimum of seven to ten years of progressive parks & recreation management experience. Or a Master's Degree with five to seven years of parks & recreation management experience.

Preferred Qualifications

Has extensive knowledge of the policies, procedures, and activities of the City and Parks and Recreation Department practices as they pertain to the performance of duties relating to the position of Director of Parks and Recreation. Has extensive knowledge of State and Federal Laws, budget preparation, and safety practices that are necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans in order for the department to run efficiently and effectively. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc., as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.