

POSITION TITLE: **Director of Parks and Recreation**
CLASSIFICATION: Administration, parks and recreation.
REPORTS TO: City Administrator
FLSA STATUS: Non-Exempt

SUMMARY:

Under the supervision of the City Administrator, this position is responsible for the planning and supervision of recreation programs and special events of average difficulty, manages and supervises a diverse range of recreational functions, and performs related duties as required.

DISTINGUISHING FEATURES OF WORK:

The incumbent of this class plans, supervises and manages a diverse range of recreational programs and facilities as well as special events. This class differs from that of the City Administrator in that the incumbent of the latter supervises the employee in this class and has much broader work responsibilities.

ESSENTIAL EXAMPLES OF WORK:

Plans, organizes and supervises various recreation programs and special events, which includes Athletics, Cultural Arts, Special Events, etc.

Assists in the development and the continual updates of the Recreation Plan.

Supervises the recreation staff both full-time and part-time, program instructors, pool staff, lifeguards, and departmental volunteers.

Assists in promoting and marketing programs that are under the direction of this class.

Prepares a variety of standard department reports; operates and utilizes standard office machines and appliances.

Performs webmaster duties in relation to special events, and leisure services community outreach.

Performs other duties as assigned.

ADDITIONAL EXAMPLES OF WORK:

Assists other departments as needed based on workload and seasonal demands.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Comprehensive knowledge of the principal, practices, and methods and techniques used in parks, recreation and leisure services programs management; good knowledge of the principals of supervision.

Some skill in the use of standard office machines, particularly personal computers.

Ability to effectively plan, organize and direct varied leisure services, programmed special events and properly supervise assigned staff, ability to establish and maintain effective working relations with others; ability to express oneself, clearly and concisely, both orally and in writing.

Physical Requirements: Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by a city physician; vision and hearing, normal or corrected sufficient to read, write and safely operate, utilize and maintain tools and equipment used in work; ability to lift and carry about 25 pounds, though greater weights may, at times be lifted, carried and/or placed, dexterity and fitness to grasp, crawl, crouch, bend, stoop, climb, stretch, walk and otherwise perform physical functions of the assignment.

Work Environment: Work environment is generally agreeable with work conditions but may be slightly dirty or involve exposure to some other slightly disagreeable element; work environment demands minimal confinement with no protective equipment required; generally physical and working conditions are such that moderately serious cuts, bruises, burns, sprains, or illness causing confinement may occur despite provision of safety and health precautions (some lost time is usually involved).

Training and Experience: Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in recreation administration or other acceptable field and moderate leisure service experience.

Necessary Special Qualifications: A valid Operator's License appropriate to the assignment is required.

I acknowledge that I have read the foregoing and understand its content.

Name

Date