

Augusta, Georgia

Job Description

Approved Title: Director, Parks & Recreation
Working Job Title: Director, Parks & Recreation
Department: Recreation & Parks
Reports to: Deputy Administrator

Job Code: 43KU
Pay Grade: 32 (SES II)

FLSA Classification: Exempt
Date Revised: January 23, 2020
Original Date Prepared: June 9, 2009

Does the Position Have Direct Reports? Yes ☒ No ☐

If Yes, What is the Title of the Position that Reports to this Position: Deputy Director, Recreation; Deputy Director, Parks Maintenance; Recreation Planning Manager; and Administrative Assistant I

Is this Position Safety Sensitive? Yes ☐ No ☒

GENERAL SUMMARY: Leads and directs the operation, management, and improvement of parks and recreation programs, activities and facilities in order to optimize community participation, to provide an excellent mix of opportunities for all ages, and to maintain attractive facilities, within the guidelines of local and state laws, safety standards, and Augusta-Richmond County policies and procedures. Reports to the Deputy Administrator, and works with co-workers, directors, elected officials, civic organizations, volunteers, media, and the public to achieve successful departmental results.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
20%	Directs the overall planning, operation, and administration of department program and facilities.
20%	Leads department employees with an emphasis on employee development, teambuilding and innovation and outstanding customer service.
20%	Ensures safe, clean and customer-focused parks facilities and recreational activities.
20%	Budgets and accounts for all revenue and expenditures for the department, and identifies opportunities for efficiencies, and for new sources of funding.
20%	Engages the public in active participation in parks programs and builds community support and partnerships with schools, civic associations, sports associations, nonprofits and other stakeholders.
As required	Performs other duties of a similar nature of level.

100% Total: 100

(This section's percentage must total 100%).

REQUIRED MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in public management, leisure services, sports administration, physical education or a related field.

Experience: Ten (10) years in public parks management and recreation services, at least five (5) of which involved the supervision of 25 or more employees.

Knowledge/Skills/Abilities:

- Proven track record in managing people and building relationships with community stakeholders
- Proficiency in delivering recreation services to a diverse population and in optimizing participation
- Demonstrated ability to work independently and to supervise a large workforce
- Considerable knowledge of the principles and practices of parks and recreation administration
- Familiarity with relevant laws, safety standards, codes, policies and procedures
- Knowledge of public budgeting, accounting and planning practices
- Ability to work well with all levels of staff
- Good communication skills
- Strong personnel management skills, including employee development and teambuilding capabilities

OTHER:

Does this position require staff call up in an emergency situation? Yes ☒ No ☐

Is travel from office to other locations required of this position? Yes ☒ No ☐

If yes, what is the percentage of travel involved? Less than 50%? Yes ☒ No ☐ More than 50%? Yes ☐ No ☒

PERFORMANCE APTITUDES

- **Data Utilization:** Requires the ability to synthesize and integrate data for predicting, anticipating, and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility.
- **Human Interaction:** Requires the ability to apply principles of negotiation. Performs such in formal situations within the context of legal guidelines.
- **Verbal:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.
- **Math:** Requires the ability to perform calculations for essential job functions.
- **Functional Reasoning:** Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships; involves responsibility for consideration and analysis of complex organizational problems of major conceptual functions.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.
- **Physical Abilities:** Tasks require the ability to perform sedentary to light work.
- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate cues or signals.
- **Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes ☒ No ☐

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$ 14 Million

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None ☐

One staff Yes ☐ No ☐ Two to five staff Yes ☐ No ☐ Six to ten staff Yes ☐ No ☐ More than ten staff Yes ☒ No ☐

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Employee Name (Print)

Employee Signature

Date

Deputy Administrator / Administrator

Date

Compensation and Benefits Manager

Date

Human Resources Director

Date