

Parks and Recreation Director



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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JOB SUMMARY

This position is responsible for the operations of the Parks and Recreation Department. Directs, manages, and reviews operations associated with the City's Recreation programs and Park functions. Work involves the development and delivery of athletic programs, community special events, leisure services activities, and related special programs that enrich the community. Ensures that parks and recreation facilities are ~~well-maintained~~, safe, and secure. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Directs and administers the development, delivery, and operations of the City-wide recreation and leisure services functions, recreation programs, sports complexes, and community centers.
- Oversees and ensures the proper ~~maintenance and repair~~ operations of the community center facilities, ~~and grounds, and City parks. Oversees the operations of the City's parks.~~
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, ~~and~~ performance evaluations.
- Develops and implements recreation and leisure services programs, program enhancements, and ~~City-wide~~ Citywide special events and programs.
- Ensures current programs and offerings are meeting the needs/desires of the citizens and community, and that programs are structured to enhance ~~the~~ quality of life for residents.
- Develops, implements, and maintains annual operating budget ~~to ensure~~ adherence to established and approved budgetary parameters.
- Recommends program changes, new initiatives, ~~and~~ strategy.
- Visits other programs, researches trends, and analyzes survey ~~data / program data / program~~ feedback from participants/citizens.
- ~~On-call~~ On-call 24/7 and Emergency requirements.
- Involved with Emergency Planning and Risk Management oversight at facilities.
- Attends Commission Meetings and Workshops.
- Oversees department grants and compliance.
- Works cohesively with other Departments for operations and events.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Public Administration, Leisure Services, or a related field. ~~A minimum of seven to ten (7-10) years of~~ supervisory and managerial experience that provides broad practical and technical exposure in all facets of municipal parks and recreation; or an equivalent combination of education, training, and experience. Certified Parks and Recreation Professional (CPRP) and Aquatic Facility Operator (AFO) certifications are preferred. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire.~~Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.~~

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Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills, and Abilities:

- Knowledge of community-based parks and recreation and leisure services programs.
- Knowledge of effective principles for program planning, development, and delivery.
- Knowledge of recreational and leisure services management principles and practices.
- Knowledge of operating and capital budgeting methods and principles.
- Skill in communicating with community groups and individuals.
- Skill in developing subordinate staff to plan and carry out recreation programs.
- Ability to plan, direct, and deliver programs to meet the needs of a culturally diverse community.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to motivate and lead subordinate staff.
- Ability to plan the most cost-effective use of staff and equipment.
- A strong customer service orientation in work and communication with coworkers, management, elected officials, and citizens.

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PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve ~~some~~ lifting, carrying, pushing, and pulling ~~of~~ objects and materials of light weight. Tasks may involve extended periods ~~of time~~ at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

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WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.