

Parks and Recreation Director

Category: Exempt

Department: Parks & Recreation

Pay Grade: 129



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.

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 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 operations of the community center facilities, grounds, and City 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 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 feedback from participants/citizens.
- 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 (7) 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.

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.

PHYSICAL/MENTAL DEMANDS

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

WORKING CONDITIONS

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

The City of Cooper City, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Acknowledgement:

The signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position. The employee is expected to adhere to all policies.

Signature: _____ Date: _____