

**COOPER CITY, FLORIDA
CLASS DESCRIPTION**

CLASSIFICATION TITLE: DIRECTOR OF PARKS AND RECREATION

GENERAL DESCRIPTION OF DUTIES

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 general direction of the City Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

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 of the community center facilities and grounds, and the City's parks.
- Performs personnel management duties, e.g., hiring, disciplining, performance evaluations, recruitment, employee development.
- Develops and implements recreation and leisure services programs, program, enhancements and City-wide 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 quality of life for residents.
- Develops, implements, and maintains annual operating budget ensures adherence to established and approved budgetary parameters.
- Recommends program changes, new initiatives, strategy.
- Visits other programs, researches trends, and analyzes survey data / program feedback from participants/citizens.
- On call 24/7 and/or Emergency requirements.
- Involved with Emergency Planning and/or Risk Management oversight at facilities.

Performs related duties as directed.

Director of Parks and Recreation

ADDITIONAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

KNOWLEDGE, SKILLS & 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.

EDUCATION & EXPERIENCE

Graduation from an accredited four-year college or university with a Bachelor's Degree in Public Administration, Leisure Services or a related field. Five (5) years supervisory experience in a comparable recreational program for a similar sized municipality; or an equivalent combination of education, training, and experience.

Certified Leisure Services Professional desired.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 – 10 pounds). 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.

Director of Parks and Recreation

Acknowledgement:

Signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.

Signature: _____ Date: _____

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.