



<b>Job Title:</b>	<b>Recreation Director</b>		
<b>Department/Group:</b>	Recreation	<b>Supervisor:</b>	City Manager
<b>Location:</b>	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
<b>Level/Salary Range:</b>	\$82,000 - \$99,840	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>		<b>Date Posted:</b>	
<b>External Posting URL:</b>	www.madeirabeachfl.gov	<b>Posting Expires:</b>	Open until filled
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (727) 399-1131 OR <a href="mailto:humanresources@madeirabeachfl.gov">humanresources@madeirabeachfl.gov</a>  <b>Subject Line:</b> Recreation Director <b>Attention:</b> Recruiting or Human Resources Department		<b>MAIL:</b>  City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Responsible for assisting in overseeing all things Recreation. Primary duties will be responsibility of managing the budget; programming/managing recreation database software; city-wide recreation programming and Child Services Division (which includes bus transportation coordination and County licensing duties). Responsibilities also include management of social media and City-wide brand management. Other duties will include, but not limited to, assisting in athletics, promotions, special events and liaison with outside consultants/promoters.</p> <ul style="list-style-type: none"> <li>• Directs all departmental functions, i.e.: recreation, childcare services, parks/athletic field maintenance, cultural affairs programming and special events.</li> <li>• Prepare and manage annual budget, developing internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management.</li> <li>• Programs, manages and maintains recreation database software and trains staff, when needed.</li> <li>• Manages the Child Services Division of the Recreation Department and ensures that appropriate staffing, training and paperwork are in accordance with Pinellas County Licensing Board (acts as liaison to the PCLB).</li> <li>• Handles personnel issues, performance evaluations, purchasing procedures, etc.</li> <li>• Assists in planning for future park improvements and recreation and cultural affairs activities and programs.</li> <li>• Evaluates whether current programs are meeting the needs of the citizens and community.</li> <li>• Attends and conducts meetings, gives oral presentations, prepares reports, maintains records.</li> <li>• Coordinates capital improvement projects with other City departments.</li> <li>• Reviews, analyzes and prepares departmental operating and capital budgets.</li> <li>• Oversees Recreation's social media and overall "brand" management.</li> <li>• Meets with citizens and outside organizations and answers and investigates complaints.</li> <li>• Developing Objective and Strategies – Establishing long-range objectives and specifying the strategies and actions to achieve them.</li> </ul>			



### QUALIFICATIONS AND EDUCATION REQUIREMENTS

Graduation from an accredited four year college or university with a Bachelor's Degree in Recreation, Physical Education or a related field. Five (5) years progressively responsible experience in recreational administration with three (3) years in a supervisory role. A comparable amount of training, education or experience can be substituted for the minimum qualifications.

Possession of a valid Florida Driver's License, Class B, with "School Bus", "Passenger" and "Air Brake" endorsements. "Certified Parks and Recreation Professional" designation under NRPA desired, willing and able to attain professional certifications and licenses, when needed. (i.e.: DCF Child Care Director Credential, CDL Class B license and etc.)

### PREFERRED SKILLS

- Knowledge of recreational programming, principles and procedures.
- Knowledge of modern personnel management practices.
- Knowledge of turf management and horticulture.
- Knowledge of park maintenance equipment and recreation equipment.
- Ability to motivate and lead subordinate staff.
- Ability to plan the most cost effective use of staff and equipment.
- Ability to develop innovative ways of generating revenues for parks, recreation and cultural arts facilities and programs.
- Skill in developing subordinate staff and holding them accountable to plan and carry out parks and recreation programs and cultural enhancements.
- Skill in use of a computer in a network environment for analysis and report development.

### ADDITIONAL NOTES

- Works inside in an office environment and outside reviewing and supervising work.
- (Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	