



**ASSISTANT RECREATION DIRECTOR
JOB DESCRIPTION**

JOB TITLE: Assistant Parks & Recreation Director	CLASSIFICATION: Official/Administrator	IMMEDIATE SUPERVISOR: Parks & Recreation Director
PAY GRADE: 139	DEPT: 7210 Recreation	STATUS: <u>FT</u> PT <u>EXEMPT</u> NON-EXEMPT BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Responsible for planning, implementing and supervising programs at Village facilities including community parks, recreation and cultural centers. Assists the director in department administration.

SUPERVISION EXERCISED: Facility Supervisor, Program Supervisors, Recreation Supervisors, Recreation Leaders, Custodian, Building Attendant, camp staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implements Village-wide recreation programs.
- Plans, organizes and supervises Summer Camp program, pre-school classes, arts and crafts, senior citizen programs, team sports, and other recreation programs.
- Prepares schedules for playgrounds and facilities, and arranges for use of recreation facilities for special events.
- Assists with policy implementation regarding recreation programs.
- Plans and conducts in-service training programs.
- Conducts and reviews department performance evaluations.
- Assists with implementing department safety program.
- Responds to and resolves complaints with citizens, public officials, agencies, organizations, and schools.
- Coordinates activities with other departments; acts as a liaison with other agencies.
- In the absence of the Parks and Recreation Director, takes over duties and supervision of personnel and oversight of Parks Division.

OTHER DUTIES:

- Attends meetings and conferences, including Council or staff meetings and advisory board meetings in the absence of the Director.
- Works with contractors on various projects.
- Responds to emergency calls and assigns personnel as needed.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma;
- At least two (2) years of college level coursework in parks and recreation administration, public administration, or related field;

- Supervisory experience in organizing recreation programs;
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Considerable knowledge of the principles, practices and techniques of parks and recreation administration and programming, including facilities management.
- Considerable knowledge of community organizations and resources.
- Considerable knowledge of a wide variety of recreation and sports activities.
- Demonstrated ability to direct and supervise activities, employees and volunteers.
- Ability to plan, schedule and complete multiple projects and objectives; ability to establish long and short-term programs.
- Ability to solve problems, exercise judgment and initiative.
- Ability to effectively communicate orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, agencies, public officials, various populations, and the general public.
- Ability to respond to common inquiries and complaints from citizens, businesses, and civic groups; ability to maintain positive public relations.
- Ability to prepare and manage cost and material estimates and budgets.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two moving violations within the last 12 month period; No more than six violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, taste, smell, use hands to handle, feel or operate objects or tools, and reach with hands and arms. The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 50 pounds dead weight with knees extended and bending from the waist. Objects include tables, chairs, podiums, benches, and other equipment. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

TOOLS & EQUIPMENT USED:

Computer, calculator, telephone, pager and commonly used equipment at parks and recreation facilities.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and may be exposed to wet and/or humid conditions, toxic or caustic chemicals, odors or fumes, dust, pollen, rain, traffic hazards, bright/dim light and temperature extremes. The noise level in the work environment is generally quite while in the office, and moderately noisy when in the field.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview, criminal, DMV and reference check; job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised: 07-31-07

Revised: 10-21-08

Revised: 09-25-19