

**DIRECTOR OF PARKS AND RECREATION
JOB DESCRIPTION**

JOB TITLE: Director of Parks and Recreation	CLASSIFICATION: Official/Administrator	IMMEDIATE SUPERVISOR: Village Manager
PAY GRADE 149	DEPT: 7210 Recreation	STATUS: <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Responsible for the daily operation and administration of the parks and recreation services at Village facilities including community parks, recreation and cultural centers.

SUPERVISION EXERCISED: Assistant Recreation Director, Program Supervisor, Parks Superintendent, Foreman, Building/Grounds Foreman, Secretary II.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, directs, supervises programs and projects in all divisions: Parks; Recreation; Cultural Center.
- Prepares and submits departmental budgets, reports and policy recommendations to the Village Manager.
- Initiates and coordinates community services capital improvement program and park development projects based on priorities established in the Village capital improvement program.
- Evaluates programs and activities through reports and inspections.
- Maintains and promulgates standard operating procedures and maintenance schedules in accordance with program, activity and equipment requirements.
- Conducts and reviews department performance evaluations.
- Implements 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.
- Provides supervision and technical assistance in division services and projects.

OTHER DUTIES:

- Attends meetings and conferences, including Council meetings and advisory board meetings.
- 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:

- Bachelor's degree in parks and recreation administration, public administration, or related field;
- Prefer five (5) years progressively responsible experience in field;
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of the principles, practices and techniques of parks and recreation administration and programming, including facilities management.
- Considerable knowledge of community organizations and resources.
- Demonstrated ability to direct and supervise activities and personnel.
- 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 of 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.
- Certified Leisure Professional

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, scanner 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 regularly works in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, such as cleaning chemicals. The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview 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.

HISTORY:

Revised: 7-26-07

Revised: 10-21-08

Revised: 12-31-09