



Parks and Recreation Director (1500)

FLSA Status: Exempt

Pay Grade: 28

Safety-Sensitive: No

Purpose

The purpose of this classification is to be responsible for planning, organizing and directing the staff and resources necessary to provide diverse recreation programs and services for County residents. The position is also responsible for planning, constructing, managing and maintaining a diverse array of public facilities for citizens throughout the County.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Organizes, prioritizes, and assigns work activities for parks and recreation programming and facilities: prioritizes work activities to meet objectives; ensures subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex and problem situations and provide technical expertise; and provides progress and activity reports to County administrators and elected officials.

Develops and implements long- and short-term plans, goals, and objectives for department: researches, assesses and develops strategies to meet current and future issues and concerns regarding County parks and recreation needs; and implements needed changes, modifications and/or enhancements.

Develops, implements, and updates policies and procedures for department: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; monitors implementation of rules and regulations; and updates policies and procedures as required.

Develops, defends, and implements department budget: determines budget allocations for staffing, equipment and capital improvement needs; monitors expenditures and revenues to ensure compliance with approved budget; coordinates with division staff members regarding department budgets; and maintains related documentation.

Develops standards for parks, sports fields, and playground equipment maintenance: ensures parks are properly maintained; conducts inspections of parks, sports fields, and playgrounds; ensures safety and maintenance of all areas; and determines needed repairs and/or upgrades.

Develops and oversees recreation programming for the County: directs and oversees youth and adult programs; oversees development, publication, and distribution of marketing materials; and administers contracts with and monitors outside vendors running programs.

Plans, manages and oversees capital development projects: develops bid packages; procures professional planners, designers, architects, engineers and consultants for specialized development issues and projects; works with contractors to manage projects; approves pay requests; and maintains scheduled progress on projects.

Develops and oversees recreation programming for the County: directs and oversees youth and adult programs; oversees development, publication, and distribution of marketing materials; and administers contracts with and monitors outside vendors running programs.

Receives and responds to inquiries from County management, elected officials, and the general public regarding department services and activities: provides information and answers questions; attends meetings and makes presentations; and prepares and presents information regarding department services, activities, and programs.

Performs other related duties as required.

Minimum Qualifications

Bachelor Degree in Public Administration, Recreation Management, or a related field required; supplemented by seven years of progressively responsible experience in parks and recreation management, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Certified Leisure Professional certification.

Performance Aptitudes

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which 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 work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019