

RECREATION DIRECTOR

Classification Code: 960

Department: Recreation Department

Classification: Administrative

GENERAL STATEMENT OF DUTIES:

Performs a variety of complex professional and administrative work in planning, developing, scheduling, directing, and implementing a year-round, city-wide recreation program.

SUPERVISION RECEIVED:

Works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED:

Exercises administrative direction over Recreation Supervisor(s) and Coordinator(s), and/or other support staff, part-time, contracted, or seasonal personnel either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.**
- **Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.**
- **Plans, coordinates, and directs a diversified year-round, city-wide recreation program of various physical and cultural activities; and management of related recreation facilities.**
- **Reviews program areas, implements changes or new programs to meet recreational needs of the community; assists in development, maintenance and implementation of a current parks and recreation master plan.**
- **Coordinates the recreation program with the parks program, other city departments, and outside organizations such as the school districts and various community-based organizations.**
- **Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations. Assures compliance with established policies and procedures.**
- **Promotes interest in parks and recreation programs through publicity, joint program brochures with various community groups, and public contacts.**
- **Provides professional advice to City Manager; makes presentations to City Council, boards, commissions, civic groups, and the general public.**
- **Prepares annual budget requests; assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures**

Recreation Director

page 1 of 4

Last Updated: 5/10/2000

in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

- Communicates official plans, policies and procedures to staff and the general public.
- Prepares a variety of studies, reports, and related information for decision-making purposes; maintains necessary operating records.
- Supervises the control of, and is responsible for, materials and supplies used in the recreation department. Evaluates and purchases new and replacement equipment.
- Maintains liaison with other departments as well as state, local, and other public officials.
- Answers letters of inquiry and talks with visitors; addresses public and civic organizations which will inform the public of policies, procedures and the availability of facilities for public use.
- Works with and provides input to the Department of Public Services in the planning of new parks, playgrounds and the amenities that would be necessary for the proper construction and maintenance of park facilities.
- Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances;
- Performs or assists subordinates in performing duties; adjusts errors and complaints.

PERIPHERAL DUTIES

- Serves as a member of the Parks and Recreation Board, and/or various city employee committees, as assigned.
- Assists staff in the performance of their duties as required.
- May perform a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, driving recreation vehicle on field trips, making arrangements for the use of Community Center and other facilities, setting up tables and chairs for classes, etc.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A) Graduation from a college or university with a bachelor's degree in recreation, education, or physical education including course work in organization and administration,
- B) Five (5) years of progressively responsible experience in recreation programs, or two (2) years experience with a Master's Degree in Recreation Administration, or
- C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A) Thorough knowledge of the principles and practices of modern parks and recreation programs, including related equipment and facilities required in a comprehensive park

Recreation Director

page 2 of 4

Last Updated: 5/10/2000

- and recreation program.
- B) Extensive knowledge of the principles and practices of maintenance, construction, and use of public buildings and park facilities.
 - C) Considerable knowledge of community recreation needs and resources.
 - D) Working knowledge of the principles and practices of office management, work organization, and supervision.
 - E) Ability to plan, organize, coordinate and implement a comprehensive community recreation program.
 - F) Ability to communicate effectively, verbally and in writing, and to coordinate, analyze, and utilize a variety of reports and records.
 - G) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
 - H) Skill in operation of listed tools and equipment.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; calculator; copy and fax machine; phone; mobile or portable radio; automobile or van.

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 walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 near moving

Recreation Director

page 3 of 4

Last Updated: 5/10/2000

mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field or recreation facilities.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date:

APPROVED 5/17/2007 CIVIL SERVICE BOARD MEETING