

Title: PAL Executive Director
PG: 49
Status: Civil Service
Position Reports to: OIC/JSS
Department: Police

Class Code: 8098
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible professional administrative management, assisting with the planning and supervising of municipal recreation tasks. Responsibilities involve implementation of Department and City policies as they pertain to youth recreation and educations; to include planning, developing, controlling, and evaluation of recreational and educational programs. Performance is reviewed through inspections, reports, audits, and conferences.

ESSENTIAL FUNCTIONS:

1. Assists in the general planning and direction of an expanding, flexible program of recreational activities for all segments, groups, ages, and interest levels of the community; directly supervises major program segments, such as summer programs and after-school programs.
2. Interviews or participates in the interviewing of personnel, which includes volunteers in the recreation program, test applicants, and investigates problems of a disciplinary nature concerning staff members and takes or recommends appropriate action.
3. Meets with school officials to coordinate utilization of school facilities and programs; plan recreation program involving other agencies and resources (i.e., the use of Lake Gibson High School football field and continue our annual Spring Break football camp using area high school football coaches as volunteers).
4. Prepares correspondence and communications pertaining to recreation; prepares or assists in the preparation of reports on departmental activities.
5. Conducts orientation and other training sessions for staff personnel; evaluates staff work performance.
6. Participates in the execution of programs, particularly in new, experimental, or difficult programs; investigates and resolves situations requiring changes in content, staff, timing, or facilities.
7. Prepares and manages operating budgets and special event budgets. Supervises the rate of expenditures.
8. Supervises and evaluates performance of multiple employees, including volunteers.
9. Adheres to all policies and procedures of the Lakeland Police Department and the City of Lakeland.
10. Adheres to the by-laws created by the National Police Athletic League.
11. Generates grant proposals for program funding.
12. Provides oral and written reports to the Lakeland Police Athletic League's Board of Directors, and the Chief of Police or his designee.
13. Serves as an administrator, spokesperson, and public relations for the Lakeland Police League.
14. Develops professional working relationships with representatives of other law enforcement and criminal justice agencies.
15. Plans and organizes fundraising initiatives to provide additional funding for the program.
16. Coordinates all PAL Board meetings.

ADDITIONAL RESPONSIBILITIES:

1. Must be willing to travel out-of-state to attend State PAL and National PAL conferences, events and programs.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of computer programs, hardware, and software; such as Microsoft Word, Excel, PowerPoint, etc.,

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2. Considerable knowledge of the principles, practices, and objectives of recreation administration.
3. Considerable knowledge of a variety of recreational programs and activities.
4. Considerable knowledge of human behavior, psychology, as applied to various groups participating in recreational activities.
5. Knowledge of the rules and regulations governing various competitive athletics.
6. Knowledge of the principles and practices of business or public administration
7. Ability to assist in the development and execution of a well-rounded program of recreational activities on a city-wide basis and supervision of staff.
8. Ability to cooperate with and interpret recreational philosophies to public and private groups, agencies, and the general public.
9. Ability to maintain records
10. Ability to mediate, troubleshoot, problem solve, and diffuse potential difficulties.
11. Thorough knowledge of departmental policies, rules and regulations.
12. Ability to plan, organize, and effectively direct subordinates.
13. Knowledge of juvenile referral resources.
14. Knowledge of audio visual equipment.
15. Ability to communicate with the general public and members/appointees of the agency for the purpose of providing guidance, giving technical direction, and/or explaining or interpreting policy.
16. Ability to develop and maintain effective working relationships with the general public, other public agencies, the media, City officials and between bureaus, divisions and units of the Police.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 50 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to blood borne pathogens and high temperatures (outside activities; heat and bright/dim operations).

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE:

1. Graduation from an accredited four (4) year college or university with major course work in recreation or public administration is preferred.
2. Two (2) years experience in an administrative or supervisory capacity in recreation management is preferred.
3. One (1) year of experience in recreation leadership work.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level two (2) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida CDL driver's license within six (6) months upon being hired.
2. Must be committed to interact and become actively involved with the youth and community based programs.
3. Must maintain a valid home telephone number.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.

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