

Title: Director of Parks and Recreation
PG: PB2
Status: Non-Civil Service
Position Reports to: City Manager
Department: Parks and Recreation

Class Code: 1025
Date: 09/08

GENERAL DESCRIPTION OF CLASS

This is highly responsible professional and administrative work in planning, organizing and directing the parks and recreation program. Work involves responsibility for developing and administering a comprehensive year round parks and recreation program, including the effective and proper maintenance of parks and recreation areas, facilities and equipment. Work includes assuring that program objectives are accomplished within five major divisions: Parks, Recreation, Golf Course, Cemetery and Public Library system through the supervision of specialists assigned to specific aspects of the program. Work is performed with wide latitude for independent judgment and action and is reviewed by an administrative superior through conferences, reports and success of the program.

ESSENTIAL FUNCTIONS:

1. Conducts surveys to determine community needs and evaluate the adequacy of present programs; conducts surveys for additional recreational sites; makes inspection tours of playground, pool, golf and other facilities and equipment, recreation centers and other recreation installations to determine safety, adequacy and maintenance.
2. Plans and supervises the construction, maintenance, repair and care of recreational areas, equipment and facilities; coordinates the city parks and recreation program with other recreation agencies operating within the City; makes arrangements for the use of public facilities under control of agencies other than the City, such as school buildings and grounds.
3. Prepares the annual budget estimates for the Parks and Recreation Department; meets with relations in regard to departmental activities public groups, clubs and organizations for the purpose of maintaining and furthering public.
4. Plans, formulates and puts into effect, year round programs of recreation activities; secures equipment; instructs and trains personnel; prepares departmental schedules, regulations and rules.
5. Plans, staffs and supervises a program of City parks development, maintenance and care; establishes and puts into effect departmental operating policies and procedures pertaining to the administration of the parks program.
6. Purchases equipment, material and supplies; supervises and participates in the preparation of comprehensive reports and maintenance of records involving operating achievements, costs and collection of fees.
7. Supervises and participates in the preparation of news releases, information bulletins and special announcements and arranges for publicity programs; gives talks before civic groups.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of the principles and objectives of public parks, recreation, golf course, library and cemetery administration and of activities which make up a community program.
2. Extensive knowledge of the facilities and equipment needed in a broad parks and recreational program and of the most effective arrangement of parks and recreation areas.
3. Extensive knowledge of the techniques and equipment involved in the major components of construction, maintenance and operation of park and recreational areas and facilities.
4. Thorough knowledge of parks management, recreational activities and human behavior as applied to varied group activities.

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5. Ability to plan, organize, coordinate and direct the activities and personnel involved in a well-rounded parks and recreation program.
6. Ability to establish and maintain effective relationships with employees, city officials, civic organizations and the public.
7. Ability to write and speak effectively.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, 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 parks and recreation administration or related field.
2. Six (6) years of experience in organized parks and recreation activities including considerable supervisory and administrative experience.
3. An equivalent combination of education and experience which is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of Certified Public Manager (CPM) or completion within three (3) years.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. 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.