

PARKS & RECREATION - DIRECTOR

DEFINITION

This position is under the direction of the City Manager. The employee directs and manages the Parks and Recreation Department operations, performed by planning, organizing and directing the overall activities of the Department. Duties also include coordinating the recreational programs and facilities. Independent judgment is used according to the situation and different courses of action must be taken to complete the task.

EQUIPMENT/JOB LOCATION

The employee will operate light duty vehicles, mobile radios, camcorders/vcr, cameras, computers and other modern office equipment.

Employee supervises recreation and park facilities and operations throughout the city, including activities conducted at Camp Jordan Arena, Amphitheater, Community Center, East Ridge High/East Ridge Middle School (ballfields, soccer field, tennis courts, track and football stadium), Pioneer Frontier Playground

ESSENTIAL FUNCTIONS OF THE JOB

- Oversees Department budgetary operations and prepares budget as required.
- Oversees funds and generated revenue of the athletic teams.
- Promulgates regulations to ensure proper organization and use of personnel.
- Plans and directs activities of the Department.
- Performs administrative activities of the Department.
- Will assist in creating and implementing all policies and procedures for the successful operations of the Department.
- Coordinates formal and on the job training programs for recruits and personal development
- Keeps records and prepares reports including personnel reports.
- Must react quickly and calmly in emergency situations and determine proper course of action.
- Must deal effectively with citizen complaints regarding department procedures.
- Ability to explain and interpret department regulations to the public and employees.
- Must be able to maintain an effective working relationship with employees of the Department.
- Cooperates with other Departments of the City to unite the City as one.
- Oversees and keeps records and reports of grant activities.
- Supervises contract construction.
- Establish and maintain an effective working relationship with the public.
- Prepare, develop and implement programs suitable for all segments of the population.
- Provide public appearances, interviews and speaking engagements to promote Parks and Recreation services.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- (Any one position may not include all of the listed duties of duties which may be performed.)
- Inspects equipment.
- Operate equipment when necessary.

RECOMMENDED KNOWLEDGE AND ABILITIES

- Knowledge of personnel policies and procedures.
- Knowledge of principles and practices of public recreation management.
- Knowledge of the materials and equipment used in general maintenance and construction work.
- Knowledge of occupational hazards and safety precaution.
- Knowledge of the principles and methods of supervision.
- Knowledge of the City's provision of emergency procedures.
- Ability to plan and supervise the work of subordinates.
- Ability to use necessary tools and equipment in performance of required skills.
- Ability to evaluate situations and make decisions.
- Ability to express ideas clearly, concisely, and convincingly.
- Ability to keep records and make reports.
- Knowledge of the facilities and equipment needed to implement and operate a broad recreation program.

RECOMMENDED QUALIFICATIONS

- Any combination of experience and training equivalent to:
 - Bachelors degree from an accredited university/college with a degree in recreation or related field; or
 - High School graduate with three (3) to five (5) years experience in recreation programming management or in related field.
 - At least two (2) years experience in management and supervision of subordinates.
- Experience in recruiting tournaments and related events and promoting these activities within the southern region to maximize exposure of East Ridge Facilities/Leagues and Recreational opportunities.
- Maintain a valid driver's license.
- Employee must be in such physical condition as not to impair their performance of the required duties and may be required to take a physical examination given by a physician licensed in practice medicine in the state and designated by the city.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee in this job classification. Employee may be asked to perform job-related tasks other than those specifically presented in this description.

The city reserves the right to revise or change job duties as the need arises; this description does not constitute a written or implied contract of employment.

APPROVED BY MANAGEMENT

DATE:_____

Signature

Print Name

EMPLOYEE Receipt

DATE:_____

Signature

Print Name