

CITY OF MONTGOMERY

POSITION DESCRIPTION

Position Title: Assistant Recreation Director

FLSA Status: Exempt

Reports to: Recreation and Community Relation Director

Civil Service Status: Unclassified

General Function:

Is responsible to the Recreation and Community Relations Director and performs the administration, management and supervision of recreation operations of the City's Recreation Department. Serves as a member of the department's management team and is responsible for recreation functions, including the development and implementation of comprehensive recreation programming, summer camps and related contracts and special events or activities. Also is responsible for the coordination with the Department Director on the operation of the Montgomery Municipal Pool and for City special events in cooperation with the Director, Volunteer Coordinator, Commissioners and participants/vendors. Assists with the communications and public relations functions as indicated by the Director and when specifically related to programming and event functions. Serves as Acting Recreation and Community Relations Director in the absence of the Director of Recreation and Community Relations. Is committed to the mission, vision, and values of the City through ethical conduct, community stewardship, individual initiative and responsive service. Demonstrates leadership, management and technical skills through effective collaboration, using team resources, progressive decision making, personal accountability, and responsibility.

Competencies:

Leadership

Exhibits behavior consistent with the mission, vision and values of the City of Montgomery.

Furthers the mission, vision and values of the City through excellent customer service, creative problem solving, decision making, and stewardship of City resources.

Engages in and supports the long-term direction of the division through progressive strategic planning and division goal setting that is responsive to the needs of the community.

Contributes to a learning/thinking/renewing division through benchmarking, best practices, customer feedback and continuous improvement.

Provides teaching, mentoring and motivation to other employees within the organization through the sharing of knowledge, skills and information; is proactive in performing and improving his/her own work and suggests and participates in projects and activities to improve the function of the entire organization.

Demonstrates emotional intelligence in day-to-day work, decision making and problem solving.

Initiates and suggests actions to improve division and City operations, employee performance, morale and work methods.

Demonstrates a commitment to provide and require excellent customer service through cooperative team and individual efforts.

Communication

Provides suggestions, advice and support to supervisor, department heads, other City employees, employee teams, and the City's customers.

Communicates the City's mission, vision and values through words and actions.

Communicates effectively, both orally and in writing, with the supervisor, department heads, City employees, employee teams and the City's customers.

Works cooperatively with all City employees toward the common goal of providing high quality services.

Exhibits excellent interpersonal and human relationship skills.

Management

Participates in development and mentoring of staff to achieve a cohesive work unit consistent with the City's mission, vision, and values.

Is accountable for the delivery of quality services and work product as a part of the overall division and City-wide strategic direction, goals and objectives.

Contributes to a superior work culture through participation in training and mentoring to develop leadership, management and technical skills in all employees.

Assists employees with developing and implementing programs and objectives to improve division and City-wide efficiency.

Effectively manages multiple assignments and priorities to ensure the fulfillment of projects, tasks and responsibilities.

Assists in the preparation of, and adherence to, operational and capital budgets and exhibits good stewardship of the organization's resources.

Suggests and carries out procedures to assure the highest standards of risk management, employee safety and risk avoidance.

Technical Tasks

Ensures the fulfillment of projects, tasks and responsibilities; maintains proper files, records and finances associated with recreational programming, special event coordination and pool operations.

Prepares and reviews monthly reports, newsletters, flyers and brochures.

Trains and supervises part-time camp staff, contracted service providers and program volunteers; identifies hazards in program activities and responds appropriately.

Generates and facilitates new programming that keeps abreast of current recreation trends and community interests.

Organizes and assists with set-up and clean-up of recreation and special events programming.

Promotes safe work practices and ensures compliance with City safety policies.

Trains and evaluates work of department employees.

Prepares letters, reports, purchase requisitions, legal notices, memos, and other written documents.

Demonstrates accountability and responsibility for completion of work assignments in the absence of a division supervisor; provides responsive and timely feedback to supervisory staff on status and progress of work activities.

Performs all job duties in compliance with the established rules and regulations of the Recreation Department and the City of Montgomery.

Assists in the development of operating procedures, policies, rules and regulations.

Evaluates the purchase of City equipment; orders division supplies and equipment.

Attends meetings, seminars, conferences, and other related events.

Maintains individual knowledge and skills to be able to carry out all duties of department personnel.

Reviews and investigates complaints and requests for service(s).

Maintains professional certifications and training through attendance at related trainings and conferences and membership in professional organizations and other professional affiliations.

Handles other responsibilities and duties as assigned or needed.

Equipment Used:

Operates automobile and current office equipment including: telephone, fax machine, copier, calculator, computer, paging equipment and two-way radios. Also uses typewriter, cash registers, concession equipment, photo identification equipment, pool vacuum and other pool equipment, and a variety of recreational equipment, including hand trucks for hauling equipment, small utility or All Terrain Vehicles (ATVs), gym equipment, including floor mats and pads, and staging equipment, such as sound and lighting equipment, for special events.

Location of Work and Physical Requirements of Position:

Must be able to safely and effectively operate a motor vehicle; demonstrate physical strength and dexterity in the use of hands and feet; work requires extensive walking, standing, running on varying types of terrain and irregular surfaces; must be able to move/transport oneself from one work site to another; must be able to perform lifting of division equipment and tools, dragging, and pushing; requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, fingering, grasping, feeling, and repetitive motions; must be able to swim and operate in a swimming pool environment; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; requires working in adverse weather; requires ability to work flexible hours (to include nights and weekends); and be able to deal with stressful conditions in a calm and professional manner; must be able to work in off-site locations, including residential structures. Work is performed primarily in the Montgomery City Hall, City parks, Montgomery municipal pool, and throughout the physical environs of the City.

Minimum Requirements for the Position:

Associate's degree in recreation or related field or a minimum of three years equivalent experience in comparable recreation operation; ability to interact effectively with the public, agencies and staff at all levels; knowledge of the principles and practices of recreational programming and services; ability to supervise others, coordinate, train and direct personnel resources; demonstrated planning and organization skills; demonstrated leadership skills and abilities; knowledge of, and ability to contribute to the preparation and administration of the divisional operating and capital budget; ability to participate in the set-up and tear down of various recreation and special event programs and activities; demonstrated planning and organization skills; ability to maintain effective working relationships; ability to communicate effectively, orally and in writing; must have certification in CPR\First Aid; must possess a valid driver's license from state of residency.