

# PARKS AND RECREATION DIRECTOR

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Position Code: 3430

WC Code: 9102

FLSA Status: Exempt

Pay Grade: 361 (\$64,585 to \$101,008)

Location: Recreation

Approval Date: 2010

## **General Statement of Duties**

Performs managerial duties in planning, developing, organizing and directing the municipal parks and recreation program.

## **Distinguishing Features of the Class**

An employee in this class performs a variety of administrative, managerial and professional duties in the management of all parks and recreation activities for the Town. The employee develops and plans for long and short range departmental growth and daily work operations, researches and develops new programs and develops and/or modifies existing policies and procedures. Work includes researching and writing grants. The Director organizes and manages short-term plans and daily activities through program supervisors including the selection, training, appraisal and supervision of permanent staff and seasonal workers. Work requires extensive public contact with private groups, civic organizations, county, Town and school officials, and the general public in the promotion, development and maintenance of the parks and recreation program. Employee is subject to hazards in parks and recreation work including working in both inside and outside environments. Work is performed under the general supervision of the Town Manager and reviewed through periodic conferences, reports and results.

## **Duties and Responsibilities**

Plans, directs and participates in providing an expanding and flexible program of recreational activities for all segments, groups, ages and interest levels of the Town.

Develops long range plans for the provision of recreational facilities and open space for the leisure time enjoyment of the public.

Solicits advisory assistance of various recreation advisory committees.

Recommends the acquisition, development and maintenance of park and playground areas and of structures and facilities in order to best serve the wide interests and growing population of

the community; negotiates with school and other officials on agreements and contracts; oversees studies.

Counsels and receives input from community groups, neighborhood groups and individuals with regard to the parks and recreation needs and problems, and utilizes such input for overall planning and programming.

Allocates and supervises the work of subordinates; provides training for staff.

Develops, supports, controls and administers the budget for the department.

Interprets and promotes the recreational and parks program through press releases and other publicity; through representation on councils and committees; and through cooperative planning and effective working relationships with other community agencies and Parks and Recreation Director groups, public and private.

Maintains schedules and reports concerning the use and maintenance of all facilities and equipment; prepares and directs the preparation of periodic and special activity and program reports.

Establishes and maintains effective working relationships with school officials and other public agencies; handles and resolves problem situations with the public.

Reviews, plans and supervises the various programs of the department.

Assures safety regulations are implemented; inspects recreational facilities.

Registers participants for activities, answers the telephone fielding questions and booking rooms, when coverage needed.

Performs other duties as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of all phases of municipal recreation and administration.

Thorough knowledge of the principles and methods of parks and playground planning and development.

Considerable knowledge of land use ordinance and resulting recreational effects.

Knowledge of methods and equipment used in propagation and care of trees, plants, shrubs and other landscaped areas.

Working knowledge of safety regulations associated with parks maintenance and recreational activities.

Ability to develop and execute a program of recreational activities.

Ability to organize and direct work of professional, technical and maintenance staff, contract and community service workers.

Ability to develop and maintain effective relationships with subordinates to promote and maintain high morale and enthusiasm, with superiors, officials and the public.

Ability to express oneself clearly and precisely in oral and written form.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of standing, walking talking, hearing and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push or pull or otherwise move objects, including the human body.

Must possess the visual acuity to prepare and analyze budget and activity data and figures, to operate a computer and to be able to inspect work of others.

### **Minimum Education and Experience**

Bachelor's degree from an accredited college or university in recreation resource administration or recreation programming and seven to ten years of experience in the management of a parks and recreation program; or an equivalent combination of education and experience.

### **Special Requirements**

Possession of or willingness to obtain a Certified Leisure Professional within three years of hire.