

JOB TITLE: Director of Parks and Recreation

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DEPARTMENT: Parks and Recreation, City of Commerce

JOB SUMMARY: This position is responsible for planning, organizing, and directing a comprehensive recreation and parks program, including buildings, grounds, and facilities maintenance.

MAJOR DUTIES:

- o Plans, organizes, schedules, and directs department operations and assigned personnel; determines staffing, equipment, and facility needs.
- o Plans, implements, and evaluates department policies, procedures, programs, events, rules and regulations; implements policies and procedures directed by the City Manager.
- o Interviews, hires, trains, counsels, disciplines, evaluates, and terminates department employees; approves annual leave requests; schedules and assigns duties; administers payroll functions; conducts staff meetings.
- o Develops and administers department fiscal and budget activities; develops annual operating budget; monitors accounting procedures, expenditures, expenses, revenues from fees, project/program cost estimates, and supply, equipment, and material needs.
- o Promotes and markets recreation services to the general public; performs public relation duties by meeting with individuals or groups to stimulate interest and support for parks and recreation activities; prepares brochures, flyers, posters, and publicity press releases for favorable community and media exposure.
- o Manages outdoor advertising sales to local businesses and civic groups (i.e., signage on outfield fences in baseball complex).
- o Oversees the purchasing of supplies, uniforms, equipment, and materials for all department activities.
- o Develops, plans, and oversees construction, renovation, repair and maintenance of department parks, grounds, buildings, and recreational facilities.
- o Manages the Commerce Aquatics Center on a seasonal basis; oversees pre-season facility preparation and swimming pool operation; recruits, selects, trains, schedules, and supervises lifeguards; assists booster group with selection and supervision of the department's competitive swim team coach.

- o Oversees the maintenance of department records of participation, facility usage, maintenance, volunteers, community service workers, and related matters.
- o Oversees the activities and use of city parks and recreational facilities; ensures compliance with applicable state and federal laws and regulations and city ordinances.
- o Organizes and supervises adult competitive sports programs as scheduled.
- o Handles questions and responds to public complaints about department.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of public administration, including management, supervision, purchasing, and budgeting procedures.
- o Knowledge of the principles and practices of parks and recreation administration and supervision.
- o Knowledge of the principles of recreation program development, implementation, and delivery.
- o Knowledge of methods involved in planning, organizing, conducting, and evaluating parks and recreational program activities.
- o Knowledge of relevant state and federal laws and regulations and city ordinances.
- o Knowledge of the population and demographics of the city.
- o Knowledge of fiscal procedures, including accounting practices.
- o Knowledge of community recreation programs and organizations.
- o Knowledge of rules and regulations governing sports and recreation activities.
- o Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- o Skill in identifying grounds and facilities maintenance and repair needs.
- o Skill in report preparation and records maintenance.

- o Skill in planning and organizing.
- o Skill in supervising the work of others.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The City Manager assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports and observation of department activities.

GUIDELINES: Guidelines include city codes and ordinances, relevant state and federal laws, and regulations, various sporting organizations' manuals, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied administrative and supervisory duties. The variety of duties performed and problems caused by pool equipment break downs contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to direct the operations of the department. Successful performance ensures the provision of quality recreation programs and leisure activities to community residents.

PERSONAL CONTACTS: Contacts are typically with co-workers, other city employees, seasonal staff, local and state elected officials, school officials, coaches, business owners, law enforcement officials, county and state agency personnel, community and professional groups and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, motivate personnel, and justify or defend matters.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, stooping, or walking. The employee occasionally lifts light and heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office and outdoor locations where the employee is exposed to occasional inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Assistant Director (1), Park Maintenance Technician (1), Administrative Secretary (1), and seasonal staff.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- o Possession of "Certified Pool/Spa Operator" certification as required by the State of Georgia and the Jackson County Health Department.