

**JOB TITLE:**                    **PARKS & RECREATION DIRECTOR**

**PREPARATION DATE:**    March 15, 1995

**REVISION DATE:**            September 15, 2019

**DEFINITION:**

The employee is responsible for the Parks and Recreation Department operations which plans, promotes, organizes, administers and maintains the overall activities of the Department. Duties also include coordinating the recreational programs and facilities under the general supervision of the City Manager.

Independent judgement is used according to the situation and different courses of action must be taken to complete the tasks.

**EQUIPMENT/JOB LOCATION:**

The employee will operate light duty vehicles as well as a multi-line telephone system with voice mail, calculator, computer with associated software programs, copy machine, fax machine and other modern office equipment.

The employee works both indoors in an office environment and outdoors monitoring programs, facilities, maintenance activities, construction projects and performing inspections.

The employee schedules ball field lighting systems remotely as required.

The employee supervises recreation and park facilities and operations throughout the city.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Oversees budgetary operations and prepares budget as required.

Promulgates regulations to ensure proper organization and use of personnel.

Plans and directs activities of the Department.

Performs administrative activities of the Department.

Coordinates formal and on-the-job training programs for recruits and personal development.

Employs, directs and supervises seasonal and part-time parks and recreation staff for implementation of recreational programs. Performs administrative activities of the Department to include schedules, assignments, evaluations and ensuring staff training when necessary.

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.

Attends meetings of the City Commission and Parks and Recreation Board.

Serves as secretary to the Parks and Recreation Board.

Establishes and maintains an effective working relationship with the public.

Prepares, develops and implements programs suitable for all segments of the population.

Provides public appearances, interviews and speaking engagements to promote Parks and Recreation services.

Schedules facilities/properties with school districts and other entities for program use.

Oversees third party reservation system for parks and facilities. Ensures proper documentation is submitted for each event including insurance, etc.

Develop and maintain Master Plan for city recreation programs and facilities.

Organizes and programs recreational activities.

Inspects equipment.

Operates equipment when necessary.

**REQUIRED KNOWLEDGE AND ABILITIES:**

Knowledge of city 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 precautions including Federal, State and Local regulations (i.e. OSHA, Concussion Policy, etc.)

Knowledge of the principles and methods of supervision.

Knowledge of the City's provision of emergency procedures.

Knowledge of the facilities and equipment needed to implement and operate a broad recreation program.

Ability to plan, direct, implement and manage all phases of a comprehensive parks and recreation program, its' personnel, policies and fiscal planning.

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 positive decisions.

Ability to communicate ideas and information clearly, concisely, orally and in writing.

Ability to keep records and make reports.

**QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor's degree in Parks and Recreation Administration, Turf Management or closely related field and five (5) years of experience in supervising recreation programs, or any equivalent combination of education and experience.

Must possess a valid Tennessee driver's license.