

JOB TITLE: PARK/RECREATION/CEMETERY/GOLF DIRECTOR (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the City Administrator and in compliance with City Code.

JOB SUMMARY: Performs supervisory/administrative work in the implementation of all City Recreation programs/services; oversees and participates in maintenance of athletic fields and operation of City Pool facilities and golf course.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Supervises and participates in the development of recreation and pool operational and maintenance policies; plans, organizes, implements, supervises and reviews city recreation programs/services for youth and adults; supervises recreation personnel and oversees the supervision of pool employees; provides direction, guidance and assistance to pool manager and monitors pool operations; supervises and assists with maintenance/preparation of athletic fields, giving technical assistance as needed; develops and implements preventive maintenance programs for recreation equipment facilities; coordinates with Water/Wastewater Superintendent in developing and implementing preventive maintenance programs for pool equipment/facilities; organizes, schedules and assists with registration for recreation programs; plans and organizes all work including scheduling and follow-up inspections; schedules facilities and personnel for recreation activities; participates in department budget planning process and manages budgets; recommends hiring and firing of employees; recruits, hires and trains coaches, instructors, officials and umpires for varied recreation activities; recruits volunteers to provide supervision of recreation activities; evaluates employee work performance.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Attends departmental, staff and other meetings as required; attends meetings of the Mayor and City Council, Park & Recreation Board and Cemetery Board; prepares required reports for City Administrator and keeps him/her briefed on department projects/activities as well as any problems may represent City Administrator at Park & Recreation Board meetings; works with City Purchasing Agent in procurement of supplies; keeps up-to-date and informed in all local, state and federal codes and regulations relating to pool operations; coordinates city recreation programs with other civic organizations providing recreational facilities and/or programs; works closely with the public involved with recreation programs or who use the pool, listening to concerns and solving problems that may occur; serves as pool operator when necessary; assists Public Works Department in mowing and maintaining recreation and pool buildings and grounds.

SKILLS/ABILITIES: Good oral and written communication skills required to effectively communicate on a daily basis with the public, and other city departments; High degree of organization skills required to effectively administer City recreation programs; ability to plan, schedule, instruct and supervise work of employees; ability to work under all types of weather conditions; ability to work evenings/weekends; ability to lift 50 lbs. bags of seed or fertilizer; ability to lift and empty 75 lb. trash containers weekly; ability to carry, push, or pull a variety of tools, equipment and materials; ability to climb, balance, stoop kneel and work in a crouched position; perform weed trimming duties - operate a 20 lb. trimmer for long periods of time; ability to inspect equipment to be used each day to insure that it is safe and in proper working condition; thorough knowledge of turf and groundcovers, their establishment and maintenance and proper use; ability to climb up onto and down from equipment; ability to type from copy at the rate of 25 wpm.

TRAINING AND EXPERIENCE: Graduation from high school and five years of progressively responsible experience in the recreation field; three years of which involve supervisory experience; completion of formal training in recreation or related field; one to two years experience with various computer programs and functions; or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS: Able to operate recreation and pool programs during

evening and weekend hours; possession of a valid driver's license; ability to obtain Pool operator License and Cardiopulmonary Resuscitation Certificate within one year of employment.

Updated 12/2015