

DIRECTOR OF PARKS AND RECREATION

General Definition of Work:

FLSA Status: Exempt

Performs complex professional and difficult administrative work planning and directing the recreational and parks activities for the City; does related work as required. Work is performed under the general supervision of the Assistant City Manager. Supervision is exercised over all department personnel.

Essential Functions/Typical Tasks:

Managing all recreation and park activities; coordinating work with City Manager, Assistant City Manager, department directors and other agencies; preparing reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, organizes, promotes and directs, through subordinate supervisors, athletic, parks and recreational programs for all age groups.
- Develops and implements long and short term plans regarding facilities, programs, funding, etc.; prepares a master plan and outlines work to be performed by staff; manages facility improvements and additions.
- Prepares and executes grant documents; prepares requests for proposals; oversees grant programs.
- Prepares, implements and administers departmental budget; maintains appropriate budget records; approves purchases, new programs and major facility changes.
- Promotes the mission of the City and the department; establishes partnership at local, state and national level.
- Assists in the recruitment and selection of department staff; recommends hiring, promotion, disciplinary action and termination; evaluates direct reports performance and reviews evaluations submitted by subordinate supervisors.
- Establishes and implements departmental goals, policies and procedures; as well as evaluation processes of department activities and functions; interprets local, state and federal rules and regulations.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of all phases of community recreational activities and their administration; comprehensive knowledge of the principles and methods of park and playground planning and development; ability to develop and execute a well-rounded program of recreational activities; ability to cooperate with and interpret recreational philosophies to City authorities and private groups and agencies and the general public; ability to communicate complex ideas, both orally and in writing; ability to prepare and present detailed reports; ability to establish and maintain effective working relationships with City officials, associates and the general public.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation and park administration or related field and extensive experience in the administration of recreational programs and in the development and planning of recreational facilities.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. CPR and First Aid preferred. Certified Parks & Recreation Professional (CPRP) preferred.
