



## **Job Description Director of Parks and Recreation**

### **JOB SUMMARY**

This position performs responsible supervisory and administrative work-related activities of the Parks and Recreation Department, Cedar Hill Cemetery, and Jeter Watson Center. Work involves planning, assigning, and supervising the programs and employees of the departments, including a well-rounded community recreation program, senior center, and well-maintained cemetery with administrative records maintenance. Also, continued development and maintenance of parks, playgrounds, and related recreational facilities are essential. Work is performed under the general direction of the City Manager.

### **ESSENTIAL JOB FUNCTIONS**

- Plans, organizes, supervises, and inspects the work of skilled and other subordinates engaged in recreation activities and estimates cost and materials requirements of equipment and projects.
- Organizes events and coordinates with staff necessary task coverage, facility needs, and day of event oversight.
- Prepares departmental budget requests and supporting documentation; directs administration of the department's budgets as approved; participates in the development of capital programs and budgets; maintains liaison with the City Manager in the planning, design, and execution of recreation projects.
- Prepares plans for the acquisition and development of new city parks and playground areas; schedules and supervises the operation, maintenance, and improvements of parks and facilities.
- Confers with citizens, contractors, suppliers, and municipal officials; investigates and answers complaints; orders appropriate corrective measures.
- Organizes sports leagues and prepares game schedules; authorizes and schedules use of ball parks, Rec Center, and other special facilities.
- Holds meetings with representatives of schools, other governmental agencies, civic and community groups, and other organizations to determine community needs and develop programs.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### Education and Experience:

- Bachelor's degree in a related field and two (2) years' experience; or any equivalent combination of education, training, and experience.

### Special Qualifications:

- Valid Commonwealth of Virginia driver's license.

### Knowledge, Skills and Abilities:

- Knowledge of a variety of programs, games, sports, arts, crafts, and other recreational activities and the equipment and material needs of each.
- Knowledge of the hazards associated with different active sports and of appropriate safety precautions.
- Knowledge of the principles and practices of public administration for Parks & Recreation as related to budget preparation and control and personnel management.
- Knowledge of good organizations skills to ensure that work is approached systematically, effectively, and efficiently in order to attain desired results.
- Skill in the use of computers and modern office tools.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to plan, organize, direct, and coordinate the activities, personnel, and equipment of a multi-function department, and to supervise employees in a manner conducive to full performance and high morale.
- Ability to make accurate estimates of cost, time, and equipment requirements of recreation projects
- Ability to ascertain and analyze community social conditions and to devise recreational programs to meet community needs.
- Ability to maintain records and prepare reports.
- Ability to express ideas clearly and forcefully, orally and in writing.
- Ability to physically perform the essential functions of the job.

## **PHYSICAL DEMANDS**

The work is both manual and sedentary work which requires exerting up to 40 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

**Fingering:** picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.

**Hearing:** sufficient to perceive the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make the discrimination in sound.

**Mental Acuity:** sufficient to make rational decisions through sound logic and deductive processes.

Talking: sufficient to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Visual Acuity: sufficient to observe violations of codes, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, drawings, etc.; and to operate motor vehicles and/or heavy equipment, by both day and night.

## **WORK ENVIRONMENT**

Work is performed in a relatively safe, secure, and stable work environment.