

CITY OF FORT PAYNE

JOB DESCRIPTION

JOB TITLE: Director of Parks and Recreation

DEPARTMENT: Parks and Recreation

REPORTS TO: Mayor and City Council

FLSA STATUS: Exempt

SALARY RANGE: To Be Determined Based on Experience

1. Summary: Supervises and oversees all aspects of organized public recreation and fitness for the city.

2. Essential Duties and Responsibilities: (include the following along with other duties that may be assigned)

- * Organizes all recreational activities with the help of staff. Supervises recreation facilities and grounds maintenance staff. Recommends programs and fees of rate change when appropriate.
- * Plans overall recreational programs for the city.
- * Answers program inquire' s, dispenses public information, and resolves disputes.
- * Assists with scheduling of all events held at the sports complex, recreation centers, swimming pools, gym, golf course, etc.
- * Oversees budget preparations and acts as liaison with the Mayor and City Council.
- * Hours may be scheduled around many weekend and night recreational activities, as well as any official city meetings.
- * Some travel may be required to attend conferences, tournaments, etc.

3. Supervisory Responsibilities:

- * Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work; evaluating employee performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

4. Qualifications:

- * To be successful in this job, an individual must perform all job duties to the satisfaction of their supervisor. The requirements listed are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

5. Education and Experience:

- * Bachelor's degree from an accredited four-year college or university in recreation studies or another similar related field. Minimum of 5 years of progressive experience in administering and supervising a recreation program, or minimum of 10 years with a combination of education and training with progressive experience in administering and supervising a recreation program.**

6. Certifications, Licenses:

- * Must be a certified Park and Recreation Professional and maintain certification through continuing education. If not certified must have the ability to obtain certification within the first year of employment. Must have an Alabama driver's license.**

7. Preferred Qualifications:

- * Master's degree from an accredited college or university program in recreation, public administration, business, or marketing.**
- * Prior experience in public recreation with a governmental or educational agency.**
- * Experience in governmental budgeting, bidding, and accounting.**
- * Experience in organizing and conducting sporting tournaments.**
- * Demonstrated ability to create and lead a strong developmental culture inside organization.**
- * Proven track record operating a customer-based program.**
- * Knowledge of hospitality and tourism industries is a plus.**

OTHER QUALIFICATIONS

8. Computer/ Electronic Device Skills:

- * Ability to use computers and electronic devices.**
- * Ability to use many types of computer software programs, i.e. Office Suite etc.**
- * Working knowledge of social media and website maintenance.**

9. Language Skills

- * Have the ability to read, analyze and interpret financial reports, spread sheets, legal documents and technical journals relating to recreation.
- * Ability to respond (either verbal or written) to common inquires from the public or Mayor and City Council.
- * Ability to effectively present information to city officials in a formal or informal setting.
- * Be comfortable speaking in public.

10. Mathematical Skills:

- * Ability to apply common mathematical concepts commonly used in a recreational function and departmental budgeting and accounting processes.

11. Reasoning Ability:

- * Ability to solve practical problems and deal with a variety of situations involving many variables with limited standardizations.
- * Ability to interpret a variety of instruction furnished in writing, oral, diagram or schedule format.

12. Physical Demands:

- * While performing the duties of this job, the employee may frequently be required to stand, reach, climb, balance, stoop, kneel, crouch, talk, hear, taste, smell, and sit. The employee occasionally may need to lift and move 10-50 pounds. Vision ability required for this job include close, distant, color, peripheral vision, depth perception and the ability to adjust focus.

13. Work Environment:

- * While performing the duties of this job, the employee may be frequently exposed to wet, humid, cold and outside weather conditions. Employee may be exposed to moving mechanical parts, and exposure to chemicals commonly used in recreational programs and field preparation. The noise level is usually moderate.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

THE CITY OF FORT PAYNE IS AN EEOC EMPLOYER