

DIRECTOR OF RECREATION SERVICES

FLSA STATUS - Exempt

DESCRIPTION OF WORK

The Director of Recreation Services is an “At Will” employee who is under administrative direction of the City Manager, and performs administrative and supervisory work involving the management of land, facilities, materials and personnel required in developing, maintaining and operating a park system, recreation center, an organized recreational program and a golf course. Applicability of the personnel policy is limited by section 1.4 of the Personnel Policy Manual and vacation shall accrue as per section 4.3 (8) of the Personnel Policy Manual. Because the Direction of Recreation Services is an exempt employee, compensation time does not apply.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Plans, organizes, directs and controls the parks, play fields, parkways, recreation center, recreation programs and golf course through subordinate supervisors, and full-time, part-time and seasonal employees; develops, establishes, coordinates and directs a recreation program; develops and maintains departmental policies and procedures; carries out personnel functions of selection, hiring and evaluating performance of employees; disciplines employees as necessary and determines punishment including termination; prepares annual and capital budgets for transmitting to the City Manager; administers the budgets; participates in planning of and directs the development and landscaping of park areas and recreation facilities; maintains liaison with other departments and jurisdictions; attends city-wide and departmental staff meetings; participates and assists in acquisition of sites and open spaces; inspects departmental facilities for maintenance and repair needs and arranges for repair; directs purchases of needed materials and supplies; prepares contracts and agreements with other agencies; oversees contractors working on city parks, recreation facilities and buildings; reviews landscape, development and other plans for approval; appears before civic and other community groups and makes presentations; participates in community park and/or recreation conferences; applies for grants; writes reports and advises the City Manager, the Recreation Board and Golf Board on matters related to parks, recreation and golf; monitors coordination use of city and community facilities for recreation programs.

OTHER DUTIES: Performs other duties as directed; performs related duties.

QUALIFICATIONS

Thorough knowledge of methods and techniques of planning, developing and managing parks systems, golf courses, recreational programs and facilities maintenance.

Ability to effectively encourage participation in programs and use of facilities.

Ability to prepare appropriate budget estimates and to administer the adopted budget.

Ability to establish and maintain harmonious public relations.

Ability to establish and maintain effective working relationships with employees, volunteers, superiors, public officials and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform light physical work, to lift and carry up to 20 pounds, and occasionally 50 pounds;

Ability to stand, walk, sit, ride, reach, grasp and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate office machines and a vehicle;
Ability to talk and hear in person and by telephone, and two-way radio;
Ability to see and read instructions, data compilations, plans, codes, operational guides and
gages on a vehicle.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to a Bachelor Degree in Parks and Recreation Administration, Horticulture, Forestry, Recreation or a related field and three years of progressively responsible experience involving the development and supervision of park and recreation facilities and programs.

SPECIAL REQUIREMENTS: Possession of a valid driver's license.

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