PARKS AND RECREATION DIRECTOR

General Statement of Duties

Performs managerial and professional work in directing the recreational programs and park facilities for the town.

Distinguishing Features of the Class

An employee in this class directs the development and promotion of all aspects of the town's parks and recreation programs. Work includes development programs and policies, directing operations, managing growth and development, and supervising the day-to-day activities and supervisors. This employee is responsible for selecting and training supervisory staff, budget planning and implementation, facilities management, grant writing, and other activities related to the overall operation of the department. Work requires extensive public contact with private groups, civic organizations, local officials, and the general public. Work is performed under the general supervision of the Town Manager and is evaluated through conferences and meetings for the overall performance of the department and acceptance by the public.

Illustrative Examples of Work

Plans, directs, and participates in town recreation programs, including athletic leagues, instructional programs, and special events.

Plans, directs, inspects, and reviews parks, playgrounds, buildings and related facilities, operations, and maintenance activities.

Recommends the acquisition, development and maintenance of park and playground areas, structures, and facilities to serve the best interests of the community.

Receives input from community and advisory groups with regard to parks and recreation needs and problems.

Supervises and trains subordinates, conducts performance evaluations, issues disciplinary actions, and recommends terminations.

Develops and manages the departmental budget.

Develops, implements, and interprets departmental policies.

Prepares, implements and monitors grants; collects and analyzes supporting data; develops budget.

Serves as staff liaison to citizen advisory board.

Oversees the collection of fees; tracks, and submits revenues to town hall.

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires considerable knowledge of the principles, practices, rules and procedures of organized athletics and recreational programs.

Work requires considerable knowledge of planning and developing recreational programs and special events.

Work requires skill in training, coaching and counseling participants and officials.

Employee must have the ability to perceive needs, plan, promote, organize and coordinate recreation programs and activities.

Employee must have the ability to communicate and establish rapport and confidence with participants and citizens of the community.

Ability to direct the work of technical, labor and professional employees, including seasonal, part-time, contracted, and volunteer staff.

Employee must have the ability to establish and maintain effective working relationships with the general public, department heads, public/private sector contacts, and elected officials.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or negligible amounts of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, read extensively, and make visual inspections.

The worker is subject to both inside and outside environmental conditions and may come in contact with potentially infectious bodily fluids.

Desirable Education and Experience

Bachelor's degree in recreation management and extensive experience in recreational programming and management, including supervisory experience.

Special Requirements

North Carolina class C driver license.
Certified Parks and Recreation Professional

Fair Labor Standards Act (FLSA) Status

Exempt

2017