

## POSITION DESCRIPTION

Class Title: Parks & Recreation Director

Department: Parks & Recreation

### GENERAL PURPOSE:

Under general supervision from the City Manager, performs administrative, supervisory and professional work in the planning, development and operation of a comprehensive public recreation program for the community.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans and manages a comprehensive citywide recreation program including athletic leagues, instructional programs, day camps, and special events.

Supervises the Bouse Field baseball/softball Complex, Golf Course and Parks Recreation Department to include staffing, maintenance, marketing and contracting.

Trains, supervises and evaluates work performance of full-time and seasonal personnel; makes recommendations for hiring and termination; prepares schedules and assignments for recreational personnel.

Provides for risk management practices; ensures all safety rules, regulations and procedures are followed; makes sure that employees are trained in safety procedures.

Prepares and manages annual budget for recreation program functions. Approves purchases of supplies and operating inventory for recreation programs. Develops alternative funding sources for programs and improvements.

Performs public relation duties; responds to complaints; prepares news releases, information and marketing bulletins or publicity on recreation activities; identify and meet the recreational needs of diverse community groups.

Coordinates facilities and programs with department staff and other agencies and organizations; serves as a technical advisor to sports clubs and recreation staff.

Coordinates and monitors contracts and insurance agreements for recreation programs.

Assists the City Manager in short and long range planning for a comprehensive citywide recreation program; proposed long range capital improvement and development of facilities, equipment and programs.

Coordinates activities and acts as an advisor to the Parks and Recreation Board. Ensures, with direction from the board, recreational elements of the Comprehensive Master Plan are implemented. Makes adjustments to the parks master plan as required.

Performs other assigned duties as required by the City Manager.

#### DESIRED MINIMUM QUALIFICATIONS:

##### Education and Experience:

Bachelors Degree in recreation administration, physical education, or a closely related field and/or four (4) years of experience in supervising recreation programs.

##### Special Requirements:

Must be bondable; valid Oklahoma Driver's License required.

##### Necessary Knowledge, Skills and Abilities:

Working knowledge of recreation programs and their management; working knowledge of the rules of variety of sports; working knowledge of modern office and bookkeeping procedures.

Skills in operating a variety of office equipment.

Ability to participate in active sports and recreation activities; ability to organize and direct programs; ability to work night shifts; ability to work weekends; ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

#### TOOLS AND EQUIPMENT USED:

Personal computer, including work processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

#### PHYSICAL/MENTAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand or sit; walk; talk or hear; hands and finger coordination, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

## SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.