



Parks and Recreation Director

Parks and Recreation

PR/1-560

JOB SUMMARY

This position is responsible for directing the operations of the Parks and Recreation Department.

MAJOR DUTIES

1. Plans, develops, supervises, and directs comprehensive county-wide recreation programs.
2. Oversees the development and operation of parks facilities.
3. Develops short- and long-term department goals; prepares policies and procedures.
4. Supervises and directs departmental staff, contracted instructors, youth associations, and volunteers.
5. Responds to internal and external customer service issues, comments, or complaints.
6. Facilitates meetings with Recreation Commissioners, youth associations, volunteers, adjoining municipalities, the Board of education, and other county personnel.
7. Plans, develops and manages department budgets.
8. Processes department purchases; monitors and processes invoices, payment requisitions, department expenses, and other financial obligations.
9. Identifies funding sources and submits necessary applications to secure moneys.
10. Plans and develops specifications for department projects and purchases.
11. Reviews bid documents and makes recommendations.
12. Inspects and monitors parks for maintenance and safety issues.
13. Represents the department at various county, district, and state meetings; makes presentations to civic groups, special interest groups, and the Board of Commissioners.
14. Coordinates activities with other county departments, other municipalities, and agencies.
15. Prepares department records and reports.
16. Communicates the Parks and Recreation Mission Statement, goals and objectives and expected code of conduct to all staff and participants.
17. Acts as an agent of Fayette County and an advocate for Parks and Recreation.
18. Oversees Parks and Recreation Special Events.
19. Attends community meetings/civic groups to discuss Parks and Recreation
20. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of standard management and supervisory practices.
2. Knowledge of computers and job related software programs.
3. Knowledge of financial accounting and budgetary procedures.
4. Knowledge of athletic park and field maintenance.
5. Skill in the development of operating policies and procedures.
6. Skill in the development and management of annual budgets.
7. Skill in public and interpersonal relations.
8. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Director of Community Services Division assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include county codes and ordinances, county policies and procedures, state and federal laws, financial practices, and purchasing procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and administrative duties. Strict regulations and procedures contribute to the complexity of the position.
- The purpose of this position is to direct the activities of the Parks and Recreation Department. Success in this position contributes to an effective parks and recreation program for area residents.

CONTACTS

- Contacts are typically with co-workers, elected and appointed officials, contractors, lawyers, representatives of other municipalities and agencies, civic groups, members of the news media, and the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects and climbs ladders.
- The work is typically performed in an office or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Director (1), Program Coordinator (2), Athletic Coordinator (1), Therapeutic Coordinator (1), Special Events Coordinator (1) and Administrative Secretary (1).

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Possession of ability to readily obtain certification by the Georgia Secretary of State's Office.
- Ability to obtain a Certified Parks and Recreation Professional certificate within 12 months of employment. Possession or ability to obtain Mandatory Reporter Certification. Possession or ability to obtain concussion training.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.