

Job Title: Parks and Recreation Director**FLSA Status: Exempt**

Job Summary: This position oversees the development, management, scheduling and operation of parks and recreational facilities, programs and events. Work includes organizing, planning, coordination, evaluating and directing the work of employees. Work is performed under the direct supervision of the City Manager.

Major Duties Crew Supervisors:

- Plans, promotes, organizes and supervises comprehensive and diversified community recreation, cultural, athletic, social and human services programs and administers these programs in the best interest of the entire community;
- Plans, formulates, and implements short- and long-term goals for park and recreational activities;
- Plans, organizes, coordinates, trains and determines the work of assigned staff; assists in the performance evaluations of employees;
- Assists in establishing and implementing operating policies and procedures;
- Meets with community and business groups to establish community partnerships;
- Develops grant applications and requests for proposals; prepares and reviews service contracts; assists in the approval of the uses of grant funds;
- Supervises construction, repair, and maintenance of recreation/park areas, equipment, and facilities;
- Coordinates park/facility maintenance with Public Works Director;
- Initiates maintenance and repair work orders for facilities and park areas;
- May be required to report to work to serve customers during emergency conditions;
- May be assigned to report at a different time and location and to perform different duties as necessary;
- Respond to citizen requests, inquiries and complaints regarding park facilities and improvements;
- Performs other duties as assigned;

Knowledge Required by the Position:

- Knowledge of City and departmental policies and procedures;
- Knowledge of principles, practices, and methods used: in parks and recreation administration; in the management of programs and activities; and in facility acquisition and maintenance;
- Knowledge of the recreation, cultural, athletic, social and human service needs of all age groups;
- Knowledge of modern office procedures and equipment;
- Knowledge of hazards and safety precautions associated with operation of equipment;
- Knowledge of geographical layout of the City;
- Ability to understand and follow oral and written instructions;
- Ability to develop short- and long range work plans and assign tasks to work crews to fulfill work orders in a timely and efficient manner;

Job Title: Parks and Recreation Director (cont'd)

- Ability to develop and direct park, tree and community service programs tailored to the City's needs;
- Ability to develop, motivate, manage and provide guidance to personnel;
- Ability to advise on the acquisition, design, construction and maintenance of parks, recreation areas, building and facilities;
- Ability to properly interpret and make decisions in accordance with appropriate laws, regulations and policies;
- Ability to prepare detailed reports, plans and specifications and do reliable study and research as needed;
- Ability to establish and maintain effective working relationships with coworkers, other City staff and the general public.

Supervisory Controls: This position works under the direct supervision from the City Manager.

Guidelines: Guidelines include City and departmental safety manuals, policies and procedures.

Complexity: The work consists of manual labor and technical duties involving the proper use of a variety of equipment.

Personal Contacts: Contacts are typically with co-workers and the general public.

Purpose of Contacts: Contacts typically occur to give and exchange information and provide services.

Physical Demands: This work is performed primarily in an office setting operating standard office equipment to include personal computer, calculator, copy machine, scanner, and telephone. The performance of duties include sitting, standing, walking, bending, crouching, carrying, pulling, balancing, kneeling or stooping and may require physical exertion over moderately long periods of time. The employee may lift light to heavy objects and use equipment requiring a high degree of dexterity.

Work Environment: Work is performed in an indoor and outdoor environment with or within water where the employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, slippery or uneven surfaces, confined spaces and possible sustained periods in hot, cold or inclement weather. The work may require use of protective devices such as gloves and safety jackets.

Supervisory and Management Responsibility: This position provides guidance to assigned employees working within the public works maintenance crews.

Minimum Qualifications:

Bachelor’s Degree in recreation administration, physical education, or closely related field; possess Certified Park and Recreation Executive (CPRE) and Certified Playground Safety Inspector (CPSI) certifications; and six (6) years of experience in public recreation, including two (2) years in planning and administration; or any equivalent combination of acceptable education and experience providing the knowledge, skills and abilities required by this position. Must possess and maintain a valid Georgia Driver’s License.

EMPLOYEE AGREEMENT

I have received a copy of this job description for the position that I will be performing for the City of Canton. I understand that it is my responsibility to familiarize myself with the information provided and I agree to perform these job duties to the best of my ability and for the annual compensation that is provided to me.

I understand that the information is subject to change as situations warrant and that changes supersede, modify or eliminate the current job description. Changes will be communicated to me through a revised job description. I accept my part of the responsibility for keeping informed of these changes and continuing to perform my job duties as assigned to me. Should I feel that I can no longer perform my job as it is described I will inform my employer in writing.

Employee Name (please print)

Employee Signature

Date

Supervisor Name (please print)

Supervisor Signature

Date