

PARKS AND RECREATION DIRECTOR

Salary Grade: 70

Salary Range: \$42,070 - \$65,209

General Statement of Duties

Performs administrative work planning, organizing, directing and administering County-wide parks and recreation programs, developing and administering the department budgets, developing long term plans for the provision of recreational facilities and open space, maintaining records and files and preparing reports.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Distinguishing Features of the Class

An employee in this class performs a variety of administrative, supervisory, and professional duties in the management of parks and recreation activities for the County. The employee develops and plans work operations, manages departmental growth and development including the supervision of the Phase II development of a major park facility and develops new and/or modifies existing policies and procedures. The Director manages the long and short term plans and day-to-day activities with the assistance of three full time and seasonal part time staff. Work requires extensive public contact with public and private organizations, local officials, and the general public in the promotion, development, and direction of the parks and recreation programs. The employee is subject to the hazards in parks and recreation work including working in both inside and outside environments, in hot and cold temperatures and noise, working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment. Work is performed under the general direction of the County Manager and is reviewed through periodic conferences, reports, and results.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, organizes and participates in providing a program of recreational activities largely for the youth of the County with limited activities for adults.
- Recruits and selects department personnel; assigns, directs, trains and inspects the work of staff; rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions.
- Develops long and short range plans for recreation programs, parks and facilities; receives input from management, community groups, and individuals on parks and recreation needs, problems, and utilizes such input for overall planning, programming and program evaluation.
- Prepares grant applications for development funding; administers grant funds and prepares grant reports; supervises the construction and development of grant funded projects.
- Prepares the department's annual operation and capital improvement budgets including the required grant matching funds; monitors expenditures.
- Inventories and orders equipment and supplies.
- Manages full time and part-time staff and volunteers; recruits, hires, trains and evaluates;

coordinates activities for effective implementation of programs and activities; recruits volunteers coaches; arranges for game officials.

- Resolves problem situations; makes and explains decisions based on the department policies and procedures; counsels and advises parents concerning participation of children in athletic and recreational activities.
- Studies and analyzes programs, facilities, and needs of the community; adjusts programming as necessary; prepares a variety of reports for management and state grant funding agency on programs, activities, and finances.
- Promotes recreational programming through press releases, flyers and other publicity.
- Participates in maintaining athletic fields related to departmental activities as needed.

Additional Job Duties

- Operates a passenger van to drive participants on field trips.
- Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledges Skills and Abilities

- Comprehensive knowledge of County and department policies and procedures.
- Comprehensive knowledge of programs, laws, and processes required to effectively manage a parks and recreation program.
- Comprehensive knowledge of the principles and methods of parks and recreation planning and development.
- Comprehensive knowledge of land use planning as related to municipal recreational and parks requirements.
- Comprehensive knowledge of modern and effective supervisory principles and practices including hiring, communications, leadership, motivation, conflict resolution, performance coaching and evaluation.
- Comprehensive knowledge in preparing various reports and other types of correspondence.
- Thorough knowledge in the use of standard office equipment and associated software.
- Comprehensive knowledge in the use of the equipment required for the position.
- Skill in dealing tactfully, courteously and firmly with program participants and the public.
- Skill in developing and maintaining effective working relationships management, County officials, public and private community groups, staff, program participants, parents and the general public.
- Ability to function independently and use sound judgment in decision making and directing the activities of the department.
- Ability to communicate effectively in oral and written form.
- Ability to effectively communicate, motivate, hire, and conduct performance coaching and evaluation of staff.
- Ability to develop and implement long range plans for the growth of programs, services and facilities of a recreation and parks program.
- Ability to make arithmetic computations.
- Ability to write grants, policies and reports supporting the programs and activities of the department.

Physical Requirements

- Must be able to physically perform the basic life operational functions of sitting, stooping, kneeling, crouching, crawling, climbing, balancing, reaching, standing, walking, pushing,

pulling, lifting, fingering, feeling, grasping, talking, hearing, tasting, smelling, and repetitive motions.

- Must be able to perform work exerting up to 100 pounds of force occasionally and up to 50 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity for prepare and analyzing data and figures, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Desirable Education and Experience

Graduation from a college or university with a Bachelor's degree in recreation administration, or related field and considerable experience in the management of a public parks and recreation program and considerable supervisory experience, or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina Driver's License.