

TOWN OF ROUND MOUNTAIN

CLASS SPECIFICATION

Recreation Director

FLSA Status: Non-Exempt

Last Revised: July 11, 2018

DEFINITION: Under administrative direction plans, organizes, and coordinates the community service recreation programs for adults and youth including physical activities, special interest classes, summer programs to include swim programs; supervises and directs the activities of employees in the department and in the maintenance and operation of facilities; and performs related work as required.

DISTINGUISHING CHARACTERISTICS: This is a one position class in which the person is responsible for the Town's recreation programs, exercising direct supervision over staff and programs offered to adults and youth of the town.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Develops, implements, and evaluates programs and procedures to meet the program goals and objectives for the recreation department; analyzes information pertaining to program and facility operations, including, staffing, organization, and capital needs.
2. Manages the business affairs of the recreation department; collects data and analyzes work programs; develops administrative policies and procedures; collects and accounts for fees to use the facilities.
3. Manages the operation of Town recreation programs to include coordinating and overseeing various recreation activities and programs on a day to day basis; coordinates youth and adult sports programs, registers participants for events and teams, collects fees, coaches, assigns practice times; designs and implements new recreation programs; investigates and resolves complaints and concerns regarding recreation programs; acts as liaison with other Town departments and Government agencies and the public on recreation matters.
4. Prepares and administers program budgets, estimates budget needs, writes justifications for funding requests, monitors expenditures to assure compliance with budgets; accounts for variances between projected and actual expenditures; prepares a variety of statistical and financial reports regarding program operations.

5. Represents the Recreation Department with other Town departments, other Governmental agencies, and community groups; makes oral and written presentations to public and private groups; provides information for the news media and the public regarding recreation programs; prepares and distributes a variety of brochures, calendars, letters, posters, flyers, and related communications regarding recreation programs.
6. Directs, coordinates, and performs the maintenance, repair, and operation of the Town's community center, sports fields, swimming pool, and other recreation facilities; inspects facilities to identify needed repairs and the quality of work done by staff and contractors to assure compliance with Town standards.
7. Hires and trains employees, assigns work, evaluates employee performance, ensures the efficient and safe use of personnel and equipment; manages the procurement of materials, supplies, and equipment and the maintenance of records.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Principles and practices of recreation program planning and management; swimming pool operations;
- OSHA standards as applied to the operation and maintenance of recreation facilities and equipment, the storage and use of chemicals, and the training and protection of personnel and patrons;
- Personnel management to include laws and regulations related to employment practices and procedures; hiring, supervision, motivation, and evaluation of personnel; office management procedures and practices; and
- Principles and practices of public budget preparation and administration.

Skill to:

- Develop staffing strategies for recreation events;
- Perform under the stress of frequent interruptions and/or distractions;
- Collect data and maintain records; and
- Develop emergency plans for the recreation department, utilizing available staff.

Ability to:

- Develop and administer goals, objectives, and procedures for providing effective and efficient recreation programs;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations;
- Prepare and administer budgets;
- Research, analyze, and evaluate new recreational service delivery methods, procedures, and techniques;
- Prepare and present written and oral reports, communicate clearly and concisely, both orally and in writing;
- Hire, train, supervise, and evaluate staff;
- Establish and maintain cooperative working relationships with those contacted in the course of work; and
- Understand, interpret, and apply laws and regulations.

Required Certifications and Licenses:

Must possess and maintain a valid driver's license to cover operation of public works vehicles.

Possession of or ability to obtain/renew (and maintain) Pool Operator Certificate; First Aid Instructor Certificate, CPR Instructor Certification; Water Safety Instructor Certification; and Lifeguard Instructor Certification.

Experience and Training:

Any combination of training, education, and/or experience that would provide the required knowledge, skills, and abilities.

A typical way to gain the required knowledge, skills, and abilities is:

Bachelor's Degree from an accredited college or university with major course work in recreation, physical education, or employment in a related field with two years of increasingly responsible experience supervising recreation programs.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and ability to perform lifting up to 50 pounds frequently, over 50 pounds with proper equipment or assistance, swimming, bending, stooping, climbing, crawling, squatting, and periods of standing; dexterity and ability to move on slippery and uneven surfaces; ability to tolerate exposure to constant noise, solvents, and chemicals; vision to prepare reports and financial data; work in an office setting and use standard office equipment. Ability to appropriately

handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions.

Works both inside and outside; work includes time spent at the swimming pool in humid conditions; work may require exposure to pool chemicals, dust, fumes, high noise levels, and extreme weather conditions; work at heights and in confined spaces.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed

The job description does not constitute an employment agreement between the Town and employee. It is subject to change at any time by the Town Board at its sole discretion.