

PARKS AND RECREATION DIRECTOR - 3090

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative work in planning and directing all parks, cemeteries, recreation and athletic programs; does related work as required. Work is performed under general supervision. Supervision is exercised over all department staff.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, developing, supervising and coordinating cemetery operations, parks, recreation, and athletic programs and services for citizens of all ages; providing public relations and information programs; coordinating programs and services with other departments and agencies; preparing and maintaining files and records; preparing reports.

Plans, organizes and directs through subordinates comprehensive athletic, social, and senior citizen recreational programs for the community;

Oversees the administrative, fiscal, and personnel matters of the department;

Plans, assigns, directs, monitors and evaluates the work of departmental personnel;

Plans, organizes and directs comprehensive parks, cemetery, and municipal grounds maintenance programs;

Develops the department budget and monitors expenditures and revenues; monitors and approves purchases;

Plans and directs the department's public relations program; prepares and presents reports; meets with the media, civic, social and other special interest groups;

Coordinates departmental activities and use of facilities with other departments and public and private agencies and groups;

Oversees departmental personnel administration and maintenance of all department records;

Coordinates and consults with other agencies, and consultants on matters involving programs and activities;

Evaluates recreational and maintenance programs and initiates improved policy and procedures;

Represents the department on boards and committees and attends various meetings;

Oversees all cemetery operations;

Maintains reasonable and predictable attendance;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of all phases of community recreational activities and their administration; comprehensive knowledge of the principles and methods of parks and grounds planning; thorough knowledge of the principles and practices of public administration with special reference to departmental personnel and budget administration; ability to develop and execute a well-rounded program of recreational activities; ability to cooperate with and interpret recreational philosophies to city authorities and private groups and agencies and the general public; ability to establish and maintain effective working relationships with officials, contractors, public groups and citizens; ability to communicate ideas, both orally and in writing; ability to direct the work of a large and diverse staff.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation and park administration and extensive experience in the administration of recreational programs including considerable supervisory experience.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of CPR, First Aid, AED, and CPRP certification preferred.