

## **CITY OF SMYRNA PARKS AND RECREATION DIRECTOR**

### **DEFINITION**

This position is under the general supervision of the Commissioner of Parks and Recreation and shall work with the City Clerk/Coordinator to establish programs, procedures and policies for the department. The employee is responsible for the management of all recreation and fitness facilities, parks, fields and other recreation areas operated by the city. Duties also include planning, coordinating and directing the recreational programs and facilities. Independent judgement is used according to the situation and different courses of action must be taken to complete the tasks.

### **EQUIPMENT / JOB LOCATION**

The employee will operate light duty vehicles, parks maintenance equipment, mobile radios, camcorders/vcr, cameras, computers, calculators, fax and other modern office equipment.

The employee works inside and outside and may be exposed to tobacco smoke, fumes and chemicals, toxic substances, noise, machinery with moving parts.

The employee may be required to lift objects weighing more than 25 pounds. Intermittently sitting, standing, stooping and walking is required.

### **ESSENTIAL FUNCTIONS OF THE JOB**

Prepares departmental budget, supervises accurate accounting of collection and expenditures of department funds and makes reports.

Assists and advises the Commissioner of Parks and Recreation on formulation of department policies and procedures.

Establishes procedures and work methods to ensure efficient and effective use of department personnel and equipment.

Organizes, plans, promotes, supervises, develops and directs activities of the Department, including recreational programs, operation and maintenance of park and recreation facilities.

Reviews and analyzes methods, equipment used, personnel and performance to find methods of increasing effectiveness and efficiency in operation, maintenance and programming activities.

Directs and supervises parks and recreation staff and performs administrative activities of the Department.

Coordinates formal and on the job training programs and gives direction and guidance for staff personal development.

Defines standards and principals of operation to staff and seeks staff input in establishing department goals and objectives.

Establishes and maintains files, correspondence and records and prepares reports concerning the status of the department and its personnel.

Develops and implements active and passive recreational opportunities suitable for

all segments of the population.

Develops and implements public relations and publicity programs and publications to make the public aware of active and passive recreational opportunities.

Establishes and maintains an effective working relationship with the public, other departments agencies and organizations, the news media and all employees of the city.

### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

Operates recreational and park maintenance equipment when necessary.

Perform other duties as assigned.

### **REQUIRED KNOWLEDGE AND ABILITIES**

Knowledge of personnel policies and procedures.

Knowledge of principles and practices of public recreation program design and delivery, and facilities management.

Knowledge of the materials and equipment used in general maintenance and construction work.

Knowledge of occupational hazards and safety precautions.

Knowledge of the principles and methods of supervision.

Knowledge of the facilities and equipment needed to implement and operate a broad recreation and fitness program.

Ability to plan, direct, implement and manage all phases of a comprehensive parks and recreation program, its personnel, policy and fiscal planning activities.

Ability to plan and supervise the work of subordinates.

Ability to use necessary tools and equipment in performance of required skills.

Ability to evaluate situations and make positive decisions.

Ability to communicate ideas and information clearly, concisely, and convincingly, orally and in writing.

Ability to keep accurate records and make reports.

Ability to react quickly and calmly in emergency situations and determine proper course of action.

Ability to deal effectively with citizen complaints regarding department activities and procedures.

Ability to perform public appearances, interviews and speaking engagements to promote Parks and Recreation services.

### **QUALIFICATIONS**

Graduate from an accredited four year college or university with a degree in recreation or related field.

At least three years experience in recreation program delivery and facilities management.

At least two years experience in management and supervision of subordinates.