

**JOB TITLE:** Recreation Director

REC/1

**DEPARTMENT:** Recreation, Jasper County

**JOB SUMMARY:** This position is responsible for the overall administration of the programs, operations and facilities of the department.

**MAJOR DUTIES:**

- o Plans, develops, and directs the operation of recreation programs, activities and facilities; recruits, selects, trains, and supervises the work of office, athletic, and maintenance staff.
- o Prepares and administers the annual departmental budget; monitors expenditures under the existing budget.
- o Develops and implements departmental and program schedules, rules, regulations, policies, and procedures.
- o Prepares reports and correspondence as needed.
- o Prepares grant applications.
- o Plans and supervises the construction, maintenance and repair of departmental facilities, fields, and equipment.
- o Inspects recreational facilities to determine safety, adequacy, and maintenance needs.
- o Schedules, coordinates, and supervises youth and adult sports activities and programs.
- o Secures bids for sports equipment, uniforms, and other goods and services needed by the department.
- o Maintains ball fields; mows, weed-eats, and lines fields.
- o Provides information to the public about department programs; makes presentations to groups, speaks with reporters, and supervises the preparation of news releases and bulletins.
- o Attends Georgia Recreation and Parks Association meetings and clinics.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of the principles and practices of public and recreation administration.

- o Knowledge of theories and techniques of delivery of recreation services to a variety of populations.
- o Knowledge of the rules and regulations of various sports associations.
- o Knowledge of recreation facility maintenance.
- o Knowledge of relevant laws, county codes, policies and procedures, and departmental and safety guidelines.
- o Knowledge of bookkeeping and budgetary processes and procedures.
- o Skill in management and supervision.
- o Skill in planning and organizing.
- o Skill in grant writing.
- o Skill in public relations and public speaking.
- o Skill in operating such office equipment as a computer and typewriter.
- o Skill in operating a lawnmower and weed-eater.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The County Manager assigns work in terms of department goals and objectives. The employee works independently in organizing work to reach goals and meet deadlines. The work is reviewed through conferences, reports, and observation of department activities.

**GUIDELINES:** Guidelines include relevant federal and state laws, county policies and procedures, Georgia Recreation and Parks Association guidelines, National Youth Sports Coaches Association guidelines, and departmental and safety guidelines. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

**COMPLEXITY:** The work consists of varied management, public relations and planning duties. The variety and number of programs offered contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to manage and the provision of recreation services to community residents. Successful performance helps ensure the effective delivery of recreation services, thereby improving the quality of life for citizens and enhancing the image the county.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, elected officials, school administrators, representatives of professional and community organizations, volunteers, the media, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, provide services, resolve problems, and motivate personnel.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed in an office and at outdoor facilities. The employee may be exposed to machinery with moving parts and inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Assistant Director (1) and Concession Attendant (2).

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the department in order to direct and coordinate work within the department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.