Recreation Director

DEPARTMENT: Parks & Recreation REPORTS TO: City Manager

SNAPSHOT. Provides direction, leadership, and oversight to the city’s cultural, recreational, athletic, and fitness programs. Facilitates the development of strategy and policy for the department, and ensures the city’s mission, core values, and goals are incorporated into activities and services.

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, programs, and special projects. Prepares long-range strategic plans for the department. Work requires extensive public contact with boards, officials, and the public. Work is performed under the supervision of the City Manager and reviewed through conferences, observations, evaluations, reports, and feedback.

DUTIES & RESPONSIBILITIES.

* Plans, organizes, directs, coordinates, and evaluates recreation programming; manages regular and temporary staff.
* Plans, directs and participates in providing an expanding and flexible program of recreational activities for all segments, groups, ages, and interest levels of the community.
* Develops long-range plans and seeks funding sources for recreation programs, parks, and facilities to accommodate city growth, goals, and parks and recreation needs.
* Seeks and applies input from community groups, neighborhood groups, and individuals regarding parks and recreation needs; utilizes such input for overall planning, programming, and program evaluation.
* Prepares the recreation departmental budget; submits recommendations to city management; coordinates and monitors the expenditure and receipt of funds.
* Recommends and implements cost-recovery policy in coordination with Finance Director.
* Develops staff including training, motivation, performance counseling and evaluation, discipline, and team building.
* Promotes the parks program through cooperative planning and effective working relationships with the county and other community agencies and groups, public and private.
* Manages special programs and projects from design through implementation.
* Attends meetings of department heads, boards, agencies, and community groups to present department programs and needs.
* Drafts and implements recreation policies and procedures.
* Coordinates building and facilities compliance with ADA requirements and liability prevention measures.
* Responsible for the safety of all participants and oversight of any necessary signed waivers.

**Additional Job Duties**

* Performs other duties as assigned.

Note: This listing is intended only to illustrate the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RECRUITMENT & SELECTION GUIDELINES.

**Knowledge, Skills & Abilities.**

* Advanced knowledge of programs, laws, and processes required in municipal recreation and administration.
* Advanced knowledge of the principles and methods of parks and recreation planning and development.
* Thorough knowledge of land use ordinance and resulting recreational and parks needs.
* Considerable knowledge of modern and effective supervisory principles and practices including communication, leadership, motivation, conflict resolution.
* Considerable knowledge of the organization’s budgeting, purchasing and personnel policies and procedures and applicable personnel laws and regulations.
* Considerable knowledge and experience in facilities and project management.
* Working knowledge of the application of information technology to the work of the department.
* Ability to effectively communicate, motivate, hire, evaluate, and coach employees.
* Ability to develop and maintain effective relationships with local officials, the general public, and employees.
* Ability to communicate effectively in oral and written forms.
* Ability to successfully write policies, grants, and reports supporting the programs and activities of the department.

**Physical Requirements.**

* Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
* Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects.
* Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, do extensive reading, drive a motor vehicle, and be able to inspect work of others.

**Education & Experience.**

* Graduation from a four-year college or university with a degree in recreation administration, physical education, or related field and 5 years’ experience including significant supervisory experience; or an equivalent combination of education and experience. Demonstrated project management and local government experience preferred.
* Ability to successfully pass background check and other requirements related to working with youth.

**Special Requirements.**

* CPR/AED and First Aid Certification.
* Possession of a valid North Carolina driver's license.

 ADDITIONAL REQUIREMENTS. All City of Creedmoor Employees are required to work the Creedmoor Music Festival (Annually). Employee may be called upon in case of a disaster, either natural or man-made, to serve the citizens of Creedmoor. Failure to serve when required may result in personnel action being taken. Service during a disaster may also result in the assignment of other duties, which will take precedence over duties described in this job description.

FLSA STATUS. Exempt

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