



Job Description

Recreation Director

Pay Grade: G14

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum five (5) years of experience working in a related field.

Minimum Education Requirements: Bachelor's Degree in Recreation Management or related field.

Department: Recreation.

Direct Supervisor: City Manager.

Supervisory Responsibility: Direct (9); Indirect (80)

Primary Work Location: Works inside in an office setting with frequent visits to park and recreational sites.

Certification: Valid State of Florida driver's license.

Job Summary: Administers and directs a comprehensive community Recreation Program including administrative staff, grounds maintenance, park maintenance Right of Way, athletics (adult and youth), recreation facilities and athletic complex parks, Library, Museum, Golf Club and Golf Course Maintenance and Cemetery Operations.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Direct and supervise operation of all departmental oversights which include the Recreation Department and all Administration Staff, all Recreation Facilities and Athletic Complex Parks, Park Maintenance Right of Way, Library, Museum, Golf Club, Golf Course Maintenance, and Cemetery Operations
- Manage internal departmental administrative duties such as personnel issues, performance evaluations.
- Respond to citizens' complaints.
- Plan for future recreational and cultural improvements and programs.
- Prepare and administer operating and capital improvement budgets and programs.
- Recruit and select professional and support personnel in the Department.
- Coordinate capital improvement projects with other City departments and consultants.
- Control and supervise Department expenditures ascertaining present and future needs for equipment, facilities, and programs and prepare plans to meet these needs.
- Give directions and guidance to department staff by developing standards and principles of operation or establishing goals and objectives.
- Attend and conduct various meetings both internal and external.
- Prepare and compile reports and makes recommendations to the City Manager and City Council regarding department operations.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge



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- Modern personnel management practices.
- Turf management and horticulture.
- Parks maintenance equipment and recreation equipment.
- Operating and capital budgeting techniques.
- Principal and theory of recreation programming.
- Rules and practices of athletic programming for all ages.
- Contract and project management techniques.
- Computerized recreation processes.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.
- Dealing with community groups and individuals.
- Skill in developing subordinate staff to plan and carry out recreation and cultural programs.
- Skill in grant writing procedures.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Input and retrieve information from a computer.
- Perform needs assessments.
- Motivate and lead subordinate staff.
- Plan and schedule the most cost-effective use of staff and equipment.
- Develop innovative ways of generating revenues for recreation and cultural facilities.

Physical Demands

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The following physical abilities are required:

- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.



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**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date