



DIVISION DIRECTOR OF RECREATION

DEPARTMENT: PARKS AND RECREATION
GRADE 50

CHARACTERISTICS OF THE CLASS:

Under the direction of the Assistant Recreation and Cultural Arts Director, assists in the development, administration and supervision of the City's recreational personnel, programs and facilities. The incumbent supervises leisure services personnel, plans, and coordinates and implements community leisure service programs. Work is evaluated through observation, overall recreational program performance, conferences and review of reports and records.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Implements departmental operating policies and procedures; assists in establishing program goals, objectives and strategies and in evaluation of operational effectiveness.
2. Plans, develops, directs, and coordinates activities and programs for the Parks and Recreation Department.
3. Plans, assigns, supervises and evaluates the work of subordinates; oversees the hiring of new employees; conducts interviews; trains and develops staff.
4. Attends staff meetings, community boards meetings and other events; maintains correspondence with various City departments, businesses and civic organizations.
5. Prepares reports, memorandums, schedules, brochures, and grants.
6. Plans, coordinates, and implements a variety of activities, classes, special events, for the operation of recreation/community centers, golf course, tennis centers, municipal pools and aquatic centers, cultural arts programs and youth programs through subordinate supervisory staff.
7. Supervises and trains personnel to insure that the recreation programs are satisfying the needs of the community; completes employee performance evaluations, recommends employment and promotions, responds to grievances and administers discipline as necessary.
8. Establishes division goals, objectives and work plans; reviews and recommends changes in departmental policies and procedures.
9. Assists in the planning and preparation of the annual departmental and project budgets; analyzes budget status by monitoring revenues and expenditure reports.
10. Assures that the various assigned divisions perform within the budget; performs costs control activities; assures effective and efficient use of budgeted funds, personnel, materials, and facilities.

11. Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
12. Responds to public inquiries about recreation programs via telephone, correspondence or during public meetings, resolves complaints and conflicts.
13. Recruits, interviews and recommends hiring of new employees; monitors personnel roster for vacancy and filled positions; discipline and promotion of subordinates; prepares employee performance evaluations.
14. Determines equipment, supply and personnel requirements for all divisions and maintains safety standards.
15. Assists in preparing departmental bi-weekly payroll.
16. Monitors the collection of revenue.

NOTE:

The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

Bachelors Degree in Parks and Recreation or Leisure Services from an accredited college or university; supplemented by ten (10) years of progressively responsible experience in developing and implementing community-wide leisure service programs, six (6) years of which must have been at the supervisory level; must possess a valid state of Florida class E driver's license.

B. Knowledge, Abilities, and Skills:

Extensive knowledge of the principles and practices of community leisure services administration.

Extensive knowledge of public facility management from the developmental stage to operational.

Extensive knowledge of safety practices and procedures as applied to recreational program/facilities.

Extensive knowledge of a wide range of recreational and athletic activities and related facilities and equipment.

Knowledge of budgetary development and administration.

Ability to plan, assign, supervise and evaluate the work of subordinates.

Ability to establish and maintain effective relationships with employees, civic organizations, outside agencies, participants, community leaders and general public.

Ability to communicate effectively, orally and in writing.

Ability to develop a public relations/marketing program to stimulate public participation in recreational programs.

C. Physical Requirements: 1

D. Environmental Requirements: 3

E. Sensory Requirements: 2,4, 6, 8, 9