

City of Huntington Woods
Job Description

Parks and Recreation Director

Supervised By: City Manager
Supervises: All Parks and Recreation Department staff

General Summary:

Under the general supervision of the City Manager, oversees the development of a comprehensive program of recreational and leisure services to meet community needs, and directs the business operations of the recreation center, including a child care facility, pool and parks.

Essential Job Functions:

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Conducts or coordinates studies to evaluate the recreational needs and interests of various age groups in the community. Compiles and evaluates statistics to determine effectiveness and interest in current and/or proposed recreation activities.
2. Prepares long and short-term plans for the development and financing of new and revised recreation programs.
3. Determines personnel needs and administers personnel policies within an established framework. Responsible for hiring and training employees and evaluating performance. Oversees the hiring of seasonal recreation program workers.
4. Works with the Parks and Recreation Advisory Board and other City administrators on programming matters to maximize benefits from recreation services and to develop means of funding improved programs.
5. Coordinates City participation and assistance to groups sponsoring special community events.
6. Oversees the provision of a variety of recreation and aquatic programs, sporting leagues, child care programs, and other leisure time activities, and the maintenance and upkeep of parks and related facilities.
7. Prepares the annual budget request for the Recreation Department. Monitors receipts and expenditures to assure they are within budget limitations approved by City Commission.
8. Initiates and negotiates contracts for vendors and recreation sponsors. Applies for and administers grants. Manages the bidding process for purchases of equipment and services.
9. Makes presentations and performs other community relations work to promote the use and financial support of the City's recreational programs and facilities.
10. Recommends and oversees equipment purchases.

11. Responds to public inquiries regarding recreation programming, facility availability, and other related issues.
12. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications Necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A Bachelor's degree in recreation administration, leisure services or related field and five years of experience supervising and administering recreation and leisure programs.
- Thorough knowledge of the professional principles and practices of recreation administration to develop and manage an effective municipal recreation program.
- Good knowledge of the basic principles and practices of landscape, building, and equipment maintenance.
- Good knowledge of the safety issues and precautions relating to the provision of recreational and aquatic programs, leisure services, and child care activities.
- Good knowledge of marketing, budgeting, grants administration and contract negotiation.
- Ability to develop programs and activities to meet the needs of the community.
- Ability to hire, train and supervise the work of recreation and aquatic programs, child care, park and maintenance employees.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, professional contacts, other administrators, and the public.
- Ability to maintain records and prepare comprehensive reports on the operation of the recreation department, programs offered, funding options, and other related issues.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to work effectively under stress and changes in work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move light weight items. Specific vision abilities required by this job include close vision, and distance vision.