

# PARKS & RECREATION DIRECTOR

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Position Code: 3430

WC Code: 9102

FLSA Status: Exempt

Pay Grade: 362

Location: Parks & Recreation

Approval Date: 2019

## **General Statement of Duties**

Performs complex professional and managerial work in planning and directing all parks, recreational, golf, and buildings and grounds activities for the Town; does related work as required.

## **Distinguishing Features of the Class**

An employee in this class performs a variety of administrative, managerial and professional duties in the management of all parks, recreation, golf and building & grounds activities for the Town. The employee develops and plans for long and short range departmental growth and operations, researches and develops new programs and develops and/or modifies existing policies and procedures. The Director organizes and manages short-term plans and daily activities through program supervisors including the selection, training, appraisal and supervision of regular staff and seasonal workers. The position manages a \$10 million budget, as well as facilitates collaboration between the Town and various other profit, non-profit and governmental entities. Work requires extensive public contact with private groups, civic organizations, county, Town and school officials, and the general public in the marketing, development and maintenance of the parks, buildings & grounds, recreation and golf program. Employee is subject to working in both inside and outside environments. Work is performed under the general direction of the Assistant Town Manager.

## **Duties and Responsibilities**

Serves as a representative of the Town of Mooresville, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.

Directs and manages all parks, recreation, building & grounds, and golf programs and activities; youth activities, park reservations, and municipal sports programming.

Manages the development and implementation of department strategic plans, master plans, goals, objectives, policies, procedures and priorities for each assigned service area.

Establishes, within Town policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

Plans, directs and coordinates, through subordinate level managers, the department's work plan; meets with management staff to identify and resolve problems; assigns projects through subordinate supervisors and managers; works with staff to establish work priorities and schedules; encourages and provides for staff training and professional development; interprets Town policies and procedures for staff; prepares and conducts formal performance evaluations; works with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provides coaching

Responsible for the management and supervision of all recreation centers and ensures safety, proper use, and proper conduct of the patrons.

Develops, plans, initiates, organizes, evaluates and supervises an extensive program of indoor and outdoor recreation activities, programs and services.

Selects management, supervisory, professional, and technical and support staff and ensures effective morale, productivity and discipline; plans, organizes, administers, reviews and evaluates the activities and performance of staff directly and through subordinate supervisors.

Manages and monitors all financial aspects of the department including: contract compliance, develops, administers and manages the department budget; develops and approves the forecasts of funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approve expenditures, directs the preparation of and implements budgetary adjustments as necessary; seeks and administers grant funds, keeps accurate records, assists in writing press releases and reports and makes oral presentations.

Schedules facility and programming personnel in order to ensure the successful operation of activities.

Remains sensitive and aware of community recreation, social and cultural needs. Studies and analyzes program participation and attendance, personnel, and as a result, implements short and long-range actions that will lead to successful operations.

Receives and review reports, suggestions; responds to and resolves difficult, significant and sensitive citizen inquiries and complaints.

Enforces and relates the policies and programs to the general public regarding the program, services and activities of the department.

Identifies, implements, and enforces necessary safety policies, procedures, and regulations.

Determines equipment, material, building, and facility needs; prepares specifications for the requisition of equipment and supplies.

Identifies training needs; develops and implements staff training classes on an on-going basis. Maintains a high level of cooperation and communication with patrons, staff, media, and other department staff.

Cooperates and collaborates with community partners for community-wide celebrations and events.

Stays abreast of trends and innovations in the field of city/county management, personnel and budgeting, recreation administration, parks maintenance management, recreational golf, and youth services.

Facilitates collaboration between the Town and various community entities to provide for a diversity of recreational and cultural options.

Be dependable and meet acceptable attendance requirements at all times.

Follows all applicable safety rules and regulations.

Coordinates and oversees marketing for recreational and parks programs through various means.

Performs other job-related work as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Comprehensive knowledge of all phases of community recreational activities and their administration.

Thorough knowledge of the principles and methods of park, golf and playground planning and development.

Thorough knowledge of the principles and practices of public administration with special reference to departmental personnel, strategic planning, municipal benchmarking, and budget administration.

Knowledge of effective management of special use venues, facilities and .

Ability to develop and execute a well-rounded program of recreational activities.

Ability to cooperate with and interpret recreational philosophies to Town authorities and private groups and the general public.

Ability to establish and maintain effective working relationships with subordinates, peers, the community and executive management.

Ability to build consensus.

Ability to communicate complex ideas, both orally and in writing.

Ability to prepare and present detailed reports.

Ability to evaluate cost effectiveness, program costs and create business plans for the various recreation, golf and cultural operations.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of standing, walking talking, hearing and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push or pull or otherwise move objects, including the human body.

Must possess the visual acuity to prepare and analyze budget and activity data and figures, to operate a computer and to be able to inspect work of others. . An employee must also be able to visit parks and recreation sites to observe construction or activities.

### **Minimum Education and Experience**

Bachelor's degree from an accredited college or university in a recreation related field and seven to ten years of management experience in the administration of a broad multi-faceted parks, recreation & cultural resources program, or an equivalent combination of education and experience. Related Master's Degree preferred.

### **Special Requirements**

Possession of a valid North Carolina Driver's License.