

**CITY OF RADCLIFF
POSITION DESCRIPTION**

CLASS TITLE: PARKS AND RECREATION DIRECTOR

EXEMPT

CLASS CHARACTERISTICS: Under general executive direction

GENERAL DUTIES AND RESPONSIBILITIES:

- Responsible for the management of Colvin Community Center and associated facilities
- Responsible for the operation and maintenance of the Colvin Community Center pool
- Responsible for oversight in training of pool personnel to ensure all staff is adequately trained in lifesaving techniques
- Responsible for the operation and maintenance of all city park facilities, grounds and sports fields
- Responsible for the development and administration of City's recreation program
- Responsible for the preparation, coordination and supervision of all recreation activities
- Responsible for the preparation, maintenance and review of required departmental reports and records
- Responsible for preparing annual departmental budget and for maintaining records related to the its proper implementation
- Participate in planning/coordinating City festivals and special events as needed
- Available to coordinate emergency shelter at Colvin Community Center as needed
- Supervises, directs, coordinates and evaluates the activities and responsibilities of all assigned personnel
- Performs related tasks as assigned by the Mayor

BASIC QUALIFICATIONS: High School Diploma or equivalent. Must possess a valid motor vehicle operator's license. Current certification in C.P.R. and first aid and safety or able to obtain upon hire.

PREFERRED QUALIFICATIONS: College graduate with a Bachelor's Degree in recreation or a related field OR have at least five years in a responsible supervisory role with experience in training, teambuilding, performance development and conflict resolution.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles, practices, and procedures involved in the administration and operation of recreational facilities and activities. Knowledge of and experience in the proper course work and certifications required of departmental personnel. Thorough knowledge of the work hazards and safety precautions associated with departmental operations. Ability to prepare, maintain and review departmental reports and records in a clear, concise and accurate manner. Ability to supervise and evaluate the work of others. Ability to deal courteously with the public, and to establish and maintain an effective working relationship with City officers, employees and the general public. Must possess the physical ability to climb stairs, squat, stand and sit for long periods of time. Must be able to lift and carry items over 25 pounds. Must be able to operate motor vehicle. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.