

JOB TITLE: Director

REC/1

DEPARTMENT: Recreation, Taylor County

JOB SUMMARY: This position is responsible for the overall administration of the programs, operations, and facilities of the department.

MAJOR DUTIES:

- o Plans, develops, and directs the operation of recreation programs, activities, and facilities; coordinates and supervises the work of office, athletic, and maintenance staff.
- o Plans and supervises the construction, maintenance, repair, and purchase of departmental facilities and equipment.
- o Secures bids for sports equipment, uniforms, photographs, and other goods and services needed by the department; orders equipment.
- o Prepares and administers the annual department budget; monitors expenditures under the current budget.
- o Schedules, coordinates, and supervises youth and adult sports activities and programs.
- o Coordinates departmental programs with other county agencies, departments, and schools.
- o Provides information to the public about department programs: makes presentations to groups, speaks with reporters, and supervises the preparation of news releases and bulletins.
- o Recruits and trains coaches and umpires; officiates games as needed.
- o Purchases department supplies.
- o Prepares and maintains athletic fields: mows grass, operates front-end loader to move bleachers and dirt.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of public recreation administration.

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- o Knowledge of theories and techniques of delivery of recreation services to a variety of populations.
- o Knowledge of the rules and regulations of various sports associations.
- o Knowledge of recreation facility maintenance.
- o Knowledge of all relevant laws, county codes, policies and procedures, and departmental and safety guidelines.
- o Knowledge of budgetary processes and procedures.
- o Skill in management and supervision.
- o Skill in planning and organization.
- o Skill in public relations and public speaking.
- o Skill in interpersonal relations.
- o Skill in operating such grounds maintenance equipment as a front-end loader, tractor, bush hog, riding mower, push mower, and weed-eater.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Administrator assigns work in terms of departmental goals and objectives. The employee works independently to organize staff and programs so that goals are met. The work is reviewed through reports, conferences, and observation of departmental activities.

GUIDELINES: Guidelines include relevant state laws, county policies and procedures, Georgia Recreation and Parks Association guidelines, American Sports Association guidelines, Georgia High School Rule Book, and departmental and safety guidelines. These guidelines require judgment, selection and interpretation in application. This position develops departmental guidelines.

COMPLEXITY: The work consists of varied administrative, public relations, and planning duties. The need to educate the public about rules and regulations contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to manage the provision of recreation services to community residents. Successful performance helps ensure the effective delivery of recreation services, thereby improving the quality of life for citizens and enhancing the image of the county.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, elected officials, representatives of professional and community organizations, volunteers, the media, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information, provide services and information, motivate personnel, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office and at outdoor facilities, where the employee may be exposed to machinery with moving parts and occasional inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Athletic Coordinator (1), Administrative Secretary (1), Secretary (1), Recreation Maintenance Worker (1), and Custodial Worker (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.