



# City of Parma Heights Position Description

Position Title:	<b>Recreation Director</b>		
Department:	Recreation		
Civil Service:	Unclassified	Exempt / Non-Exempt:	Exempt
		Exempt Category:	Executive

**General Purpose for Job:**

Manages and directs the City’s recreational program offerings, staff and physical plant.

**DUTY GROUP**

**Facilities Management**

- Determine staffing requirements and act to ensure timely availability of qualified staff
- Evaluate equipment, materials, and staffing needs in light of mission, goals and available funds
- Monitor expenditures in an effort to stay within budget. Apprise supervisor of potential shortage
- Prepare program budgets
- Develop marketing materials
- Work cooperatively with other city departments to meet program goals, support the department mission, and serve the citizens
- Investigate and take corrective action as necessary and feasible in response to citizens' concerns
- Develop and implement methods of surveying participants for program feedback
- Evaluate the success of programming and recommend additions, changes or deletions to the offerings
- Represent the city at functions
- Develop long-range plan for the recreation program
- Develop and implement program policies and operating procedures
- Compile, process, analyze and summarize information in order to prepare routine and special reports

**Supervision**

- Review application materials; select interviewees and conduct interviews
- Schedule employees for work and assigns tasks
- Train employees in proper work and safety procedures

- Monitor employees progress and compliance with departmental and city-wide policies and procedures
- Review employee record of time worked to verify accuracy. Maintain payroll records
- Evaluate the performance of assigned employees
- Investigate and recommend discipline in response to employee misconduct

### **Programming**

- Create a master schedule of the programs, classes and events offered by the Recreation Division
- Determine staffing, facility and equipment needs; secure and schedule each accordingly
- Ensure the facilities, including sports fields, are prepared appropriately for the specific use prior to the
- programmed event
- Visit facilities, schools, and other program sites to assess program and facility effectiveness and quality
- Prepare and conduct presentations for community, school and special interest groups to promote
- recreational programming

### **Administrative Support**

- Respond to general questions, concerns and complaints from the public
- Serve as the City's representative to the schools with respect to usage contracts
- Assist with the preparation of the department budget
- Participate in the long-range planning activities of the department
- Assist with the development and implementation of department policies and operating procedures

### **Miscellaneous**

- Attend meetings, as requested
- Run the Service Department when needed
- Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars
- and in-service training sessions.
- Perform additional duties and assignments as requested

<b>MINIMUM EDUCATION AND EXPERIENCE</b>
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**Education:** Bachelor's degree in Recreation Administration, Education or a closely -related field preferred

**Experience:** Five years' paid work experience in recreation management and programming that entailed supervision of a large group of diverse seasonal employees preferred.

*A different combination of education and experience may be acceptable if deemed equivalent.*

<b>KNOWLEDGE, SKILLS AND ABILITIES</b>
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**Knowledge of:**

- City's Personnel Policies\*
- Community recreation programs and organizations
- Business and management principles related to strategic planning, resource allocation, and coordination of people and resources
- Relevant equipment, policies, procedures, and strategies to promote effective local programming
- Principles and practices for staff recruitment, selection, training and evaluation
- Principles and practices for providing customer service including assessing customer needs, meeting quality standards for services and evaluating customer satisfaction
- Methods of supervision
- Principles and practices of swimming pool management\*
- Standard office equipment including computers and related software
- Department, division and City policies and operating procedures\*

**Skill and Ability to:**

- Develop, plan and implement programs for the target population
- Plan, schedule and organize multiple events, programs and activities, as well as the work of others
- Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- Identify qualified potential employees
- Train employees
- Direct the daily work of others and ensure that work is accomplished
- Develop and maintain effective working relationships with supervisor, co-workers, and customers
- Communicate effectively with others both verbally and in writing
- Define problems, collect data, establish facts and recommend appropriate response or action
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Evaluate program success and employee performance against established standards
- Work within budgetary, procedural and/or policy guidelines and constraints
- Prepare accurate and concise reports

**License or Certification Required:**

- State of Ohio valid driver's license and acceptable driving record.

**Physical Demands:**

- Frequent lifting and pushing of light weight (2-6 tbs.). Somewhat frequent bending, standing, walking and climbing stairs, working in awkward or confined positions, lifting and pushing moderate weight (6-19 tbs.). Occasional stooping and lifting and pushing heavy weight (20+ lbs.)

**Scheduling Demands and Constraints:**

- The Recreation Director may be required to work a flexible schedule including evenings and weekends and may be exposed to adverse weather conditions.