

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: DIRECTOR OF PARKS AND RECREATION (Job Code 345).

GENERAL STATEMENT OF JOB

Under administrative directions performs professional and administrative work in directing all activities for the City. The incumbent is responsible for comprehensive development and direction of recreation and athletic programs, and managing the use and care of all buildings, grounds, and facilities of the department. Employees in this class direct and coordinate office, recreation, and maintenance personnel. Work involved the exercise of considerable independent judgment, and is reviewed through conferences and written reports for adherence to adopted policies.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Plans, directs, and supervises the activities of the municipal recreation program and parks facilities; develops and implements departmental operating policies and procedures; establishes program goals and objectives, develops strategies and evaluates operational effectiveness.

Prepares and administers departmental budget, controls expenditures in accordance with budget appropriations; evaluates needs and recommends staffing levels, materials, equipment, and capital improvements; prepares grant applications.

Surveys all program development through community and staff input; confers with appropriate individuals concerning facility and program scheduling; schedules all long-range and immediate plans for expansion; serves as liaison with public; establishes and works with special event committees to coordinate community events.

Prepares publicity on recreational activities and programs; attends community meetings and coordinates with the public in providing programs to meet the needs of citizens.

Supervises the maintenance of systematic, accurate, and complete records of the department's activities and services, personnel and property; reviews and verifies requisitions and work orders.

Plans, assigns, supervises, and evaluates the work of staff; oversees the hiring of new employees.

Establishes and maintains cooperative planning and working relationships with national, state, and City officials; and other local community agencies.

Reviews, inspects, and researches equipment for departmental and program operations; inspects facilities.

Consults with City Manager, department directors and contractors regarding park construction and maintenance activities.

Hears and processes complaints regarding parks and recreation issues.

Performs Emergency Response duties as assigned.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in recreation or leisure services, supplemented by a minimum of five (5) years of progressively responsible experience in developing and implementing community-wide leisure service programs, two (2) years of which must have been at the supervisory level.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pounds) items and occasionally very heavy (100 pounds or over) items.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read and comprehend a variety of materials relevant to government, legal and City administration operations that range from moderate to complex levels. Requires the ability to comprehend and utilize various professional terminologies; i.e., engineering, legal, accounting, electrical, marketing.

Intelligence: Requires the ability to utilize short and long range planning principles and methods. Requires the ability to prepare and manage complex budgetary allocations. Requires the ability to draw valid conclusions in task analyzing, processing and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic, trigonometric, and geometric formulas, and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents, and operating appropriate office equipment.

Manual Dexterity: Requires the ability to properly and effectively utilize a variety of modern office equipment, especially that of a PC, printer, scanner and PC-related equipment, hardware and software. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and agencies in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of organization, management, personnel, and financial administration in recreational and leisure services operations.

Knowledge of a wide variety of leisure activities, human behavior, psychology, and mental well-being as applied to varied groups participating in recreational activities.

Knowledge of safety practices and procedures as applied to recreational and athletic programs.

Knowledge of a wide range of recreational and athletic activities and related facilities and equipment.

Knowledge of the principles and practices of effective public relations and promotions.

Skilled in oral communications for effective expression and clarity.

Ability to utilize various modern computer applications; i.e. spreadsheet programs.

Ability to plan, assign and supervise the work of subordinates.

Ability to establish and maintain effective relationships with employees and the general public.

Ability to organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date