

# City of Vidalia Position Announcement

## Recreation Director Recreation Department

### **JOB SUMMARY**

Under administrative direction of the City Manager, administers, plans, directs, manages, oversees, and evaluates the activities and operations of the Recreation Department including Athletics, the Community Center, Aquatics, Recreation, and Parks Maintenance services and activities; directs long-range planning; oversees accreditation, public information, risk management, and other related services concerned with Recreation and Parks; coordinates assigned activities with other departments and outside agencies, and provides highly responsible and complex administrative support to the City Manager.

### **MAJOR DUTIES**

- Assumes full responsibility for all Recreation Department services and activities including activities associated with the planning, acquisition, construction, and maintenance of the Ed Smith Complex, the Vidalia Regional Sports Complex, the Vidalia Aquatics Facility, the Vidalia Community Center, and Community Parks.
- Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships, identifies opportunities for improvement; directs and implements changes.
- Plans, directs, and coordinates, through subordinate level staff, the Recreation and Parks Department's work plan, assigns projects; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel including departmental staff and program contractors; provides or coordinates staff training; works with employees to correct deficiencies, implements discipline and termination procedures.
- Directs, reviews, and approves the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Oversees and participates in preparing the Capital Improvement budget for the department; monitors capital improvement projects to ensure projects are completed within budget.
- Directs the collection of recreation related fees, charges, and rental agreements for City facilities and parks.
- Directs short and long range planning for the department; manages and oversees periodic updates and evaluation of the department master plan, strategic plan, feasibility studies, site plans, needs assessments, community inventories, etc.
- Directs and oversees systematic evaluation processes for the department including annual evaluation of goals and objectives, recreation program and service statistics, trends analysis, employee training programs, level of service standards, quality assurance, and operational procedures.
- Inspects and evaluates the adequacy of existing parks, grounds maintenance activities, and community recreation and leisure services program components; oversees construction projects for facilities modification and/or construction.
- Performs other duties as assigned.

## **KNOWLEDGE REQUIRED BY THE POSITION**

- Operations, services, and activities of a comprehensive recreation and parks program.
- Advanced principles and practices of program development and administration.
- Modern principles, practices, and techniques of landscape development, parks and landscape maintenance, facilities operation, recreation, organization, and operation.
- Common recreational and social needs of various age groups.
- Principles and procedures for implementing and directing a wide variety of recreation activities and the development of programs throughout the community.
- Occupational hazards and standard safety practices.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Proficiency with personal computers and Microsoft Office.
- Excellent written and oral speaking skills.

## **SUPERVISORY CONTROLS**

- The City Manager assigns work in terms of general instructions. The City Manager spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

- Guidelines include department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## **CONTACTS**

- Provides staff assistance to the City Manager; represents the Recreation Department to other departments, elected officials, and outside agencies, coordinates assigned activities with those of other departments and outside agencies and organizations.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of recreation, parks, and arts; incorporates new developments as appropriate.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- Primary functions require sufficient physical ability and mobility to work in an office and/or recreational facility and operate office equipment. Continuous sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 50 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, and reaching above and at shoulder height; moderate grasping to manipulate reference books and manuals; lifting objects weighing up to 50 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

- Recreation Department Staff

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited college or university with major course work in public administration, recreation and parks administration or a related field.
- Five to ten years of broad and extensive program experience in recreation, and/or parks development and maintenance activities including three years of administrative responsibility.
- Possession and maintenance of Certified Park and Recreation Professional (CPRP) certification desired. Possession and maintenance of Certified Park and Recreation Executive (CPRE) preferred.
- Must pass a pre-employment background check and drug screen
- 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.
- Have an oral interview with the Mayor and City Council to determine such things as an applicant's appearance, background, and ability to communicate;
- Only the most qualified applicants will be contacted for an interview. Applications, resumes, and references are due Friday, September 29, 2017 at 5:00 pm.

Applications can be obtained through the City of Vidalia's website at [www.vidaliaga.gov](http://www.vidaliaga.gov). Please click on City Hall/Administration and then Employment to find an application. Please mail your application and resume along with at least three (3) professional references to the attention of Shikima Johnson, HR Director, City of Vidalia, at PO Box 280, Vidalia, Georgia, 30475. Applications may also be obtained through the Georgia Department of Labor locally as well as their website.

The City of Vidalia is an Equal Opportunity Employer