



TOWN OF SURFSIDE PARKS AND RECREATION DIRECTOR

DEPARTMENT: PARKS AND RECREATION

EXEMPT

GENERAL DESCRIPTION:

Responsible for managerial, administrative and professional positions involving the planning, organizing and implementation of community activities and programs, athletic programs, special and cultural art events, including superior knowledge of all aspects of Parks and Recreation Operations. Leads the Department's overall efforts in providing diverse Recreational Programming to the Town. Work is performed under the administrative direction of the Town Manager.

ESSENTIAL JOB FUNCTIONS:

1. Manages assigned center/facilities and ensures the safety and cleanliness of recreational equipment and facilities.
2. Helps register participants
3. Writes news releases. Performs public speaking functions.
4. Issues equipment.
5. Performs general office work as required.
6. Prepares budget for all programs.

7. Routinely inspects recreational facilities and makes recommendations on the upkeep and upgrade of parks and facilities.
8. Researches special projects and issues; budget preparation, implementation, review and management; reviews and maintains accounts; reviews and approves receipts and budgetary expenditures.
9. Performs human resource management functions, e.g. interview, selection, recommendation for hire, disciplinary action, and performance evaluations.
10. Performs public relations activities and provides information to citizens, businesses, and related entities.
11. Develops new/modified programs according to anticipated population growth, changing demographics and future interests of the community.
12. Maintains records on supplies and equipment.
13. Trains, assigns and evaluates staff conducting programs and special event activities.
14. Is the primary liaison between Outside Organizations, Elected Officials, other Town Departments and Town Committees.
15. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of modern management and supervisory methods and skills.
- Knowledge of recreation principles and practices.
- Knowledge of public relations techniques, methods and programs.
- Knowledge of planning, organizing, supervising recreation programs and special events.
- Ability to communicate effectively orally and in writing.
- Organizational and safety skills.
- Good customer service skills

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Recreation or related area. Eight (8) years recreation programming and special events activities experience, including at least four (4) years management experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Certified Parks and Recreation Professional and Aquatic Facility Operator.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

- Works inside and occasionally outside.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: 3/18/08; 4/24/08; 5/5/08; 4/10/12

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:



Town Manager's Signature: _____