

CITY OF RINCON, GEORGIA

Recreation Department

JOB TITLE: Parks and Recreation Director

SUPERVISOR: City Manager

JOB FUNCTION: Responsible for managing the daily operations of the Rincon Parks and Recreation Department.

DUTIES:

- Managing the purchasing transactions for all departmental activities
- Receiving invoices and submitting purchase orders
- Developing the future budget and monitoring the current budget
- Coordinate and supervise special projects and facility construction or renovation
- Ordering and inventory all sports equipment and maintenance equipment
- Scheduling games, practices, and work schedules for staff
- Answering phones calls, assisting customers, coaches and parents
- Preparation of deposits from registration and the concession stand
- Ensuring all facilities are kept tidy, safe, and clean which may include grass-cutting, weed eating or general field maintenance, building maintenance or park maintenance
- Supervision and discipline of both office and maintenance staff including their timecards and quality of work.
- Transport and supervise the prison work detail and be responsible for supervising nightly athletic contests and the umpires/officials that call them.
- This position also requires the development, supervision and coordination of all new and existing programs as well as any Recreation sponsored special events.
- Assists and completes special projects as assigned by the City Manager
- Assists fellow Department Heads with reports and development projects
- Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.
- Communicates with City Manager, City Council, external agencies, employees, other departments, the general public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Performs other related duties as required.

MACHINES, TOOLS, AND EQUIPMENT:

Automobile, City of Rincon Development Guidelines, computer, calculator, fax machine and other machines as pertinent to this position.

MINIMUM EDUCATION AND QUALIFICATIONS

A Bachelor's Degree in business administration, public administration, recreation administration, or a related field and 3-5 years' experience that includes governmental recreation management and programming including three years in a supervisory role or any equivalent combination of education, training and experience as described above.

A Certified Parks and Recreation Professional (CPRP) is preferred. Must possess a valid driver's license and maintain applicable endorsements to operate a city vehicle.

WORKING CONDITIONS:

Performance of essential functions may require sitting for long periods of time, standing for long periods of time, and constant typing in the operation of the computer and other office equipment.

MENTAL DEMAND:

Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions. Ability to communicate well, through verbal and written means, at all levels, including the public. Requires ability to handle several responsibilities and tasks at one time, and be able to prioritize those tasks. Requires ability to organize and schedule files, works tasks, meetings, etc.

PHYSICAL DEMAND:

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (25 to 50 pounds).

INTERPERSONAL COMMUNICATION

Requires the ability of speaking and/or signaling people to convey or exchange technical, legal, and administrative information, including giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures such as the law and related policies and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. May require the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

MENTAL APTITUDE

Requires the ability to learn and understand complex directions, situations and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics such as policies and procedures.

VERBAL APTITUDE

Requires the ability to record and deliver information to supervisor; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives