

DIRECTOR OF PARKS AND RECREATION

PURPOSE OF JOB

Employees in this class are under administrative direction. Employee will perform work in planning, coordinating, and directing the overall activities of the McMinnville Parks & Recreation programs and facilities. Responsible for the administration of department budget, enforcement of personnel policies, and hiring of department staff; performs other work as required.

EQUIPMENT/JOB LOCATION

- The employee will operate a computer, typewriter, copier, telephone, calculator, 2-way radio, and other modern office equipment as well as recreation and maintenance equipment to include, but not limited to, sporting, janitorial and swimming pool equipment, and concession stands
- Work routinely works both indoors and outdoors and may be exposed to extreme conditions of weather
- The employee will be exposed to loud noise, dirt, dust, tobacco smoke, and foul odors

ESSENTIAL FUNCTIONS

The following duties are normal for this job. These are not construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, schedules, organizes, directs and provides overall supervision of the activities of the Parks and Recreation
- Participates in preparation of annual departmental budgets and in the control and expenditure of appropriation
- Coordinates various program funding sources in an effective manner
- Assigns and schedules building maintenance for several park facilities
- Assigns and schedules maintenance of community parks, and soccer complex
- Responsible for keeping and completing a variety of records and reports
- Makes recommendations concerning the hiring, discipline and promotion of employees
- Attends training sessions, seminars, and conferences related to job. Must maintain continuing education units if certified
- Enforces safety policies of the City to ensure the safety of participants, employees, and department facilities
- Enforces department rules, regulations, work methods, and procedures

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Schedules staff meetings, training, safety and other meetings pertaining to recreation
- Requisitions materials and supplies

- Promotes City recreation programs through speaking engagements and other public relations efforts
- Attends conferences, meetings, and conventions
- Performs other duties or special projects as assigned

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the scope and goals of the City's recreational programs
- Knowledge of government funding and regulations for recreational programs
- Knowledge of principles involved in recreational program planning and in the maintenance of safe recreational facilities
- Knowledge of all sports and recreational activities
- Knowledge of City ordinances and State laws pertaining to Parks & Recreation
- Knowledge of occupational hazards and safety precautions Knowledge of first aid and its practical application in athletics
- Knowledge of modern supervisory practices and procedures
- Knowledge of modern office practices, procedures, and equipment
- Ability to work with the City's Parks and Recreation Committee
- Ability to evaluate situations and make decisions
- Ability to express ideas clearly, concisely, and convincingly
- Ability to operate a variety of recreation department equipment and train employees in the use of same
- Ability to coordinate various program funding sources in an effective manner
- Ability to understand and follow instructions
- Ability to plan, organize, assign, supervise, and inspect the work of subordinates
- Ability to keep accurate records and make reports
- Ability to communicate clearly and effectively orally and written
- Ability to establish and maintain an effective working relationship with the public and other employees

Minimum Training and Experience Required to Perform Essential Job Functions

Any combination of training and experience equivalent to:

- Bachelor's degree from an accredited four year college or university with a major in Parks and Recreation or Administration
- Five years of progressively responsible experience in recreation of which must have been in a responsible supervisory, consultative, or administrative capacity
- Experience and knowledge of aquatic facility management including maintenance and revenue producing programs
- Experience and knowledge of community center management including maintenance and programming as related to the McMinnville Civic Center
- Experience and knowledge in budget preparation and administration, this includes grant writing and experience in grant administration
- Must be able to maintain CPR, First Aid, and AED certifications provided annually by the City of McMinnville

- CPR/AED and standard First Aid required. If certification is not current, must obtain within first 30 days of employment
- Possession of a valid Tennessee operator's license
- Must reside within the McMinnville City Limits or move within the city within 90 days of employment.
- Must be examined by a city designated physician to make a determination if applicant will be able to perform all essential duties required of this position

ADA MINIMUM QUALIFICATIONS OR STANDARD REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines which include a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty-five (25) pounds of force occasionally, and/or up to ten (10) pounds frequently. Physical demand requirements are at levels of those for sedentary work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Director of Parks & Recreation. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Director of Parks & Recreation.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to use mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and use statistical inference.

FORM / SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Director of Parks & Recreation.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by year).

Note: This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change. The City of McMinnville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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