



# Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** **Parks & Recreation Director**

**Department:** Parks & Recreation Department

**Reports To:** Public Works Director

**Pay Grade:** 112

**FLSA Status:** Exempt

## **JOB SUMMARY**

Responsible for the general direction and administration of the Parks and Recreation Department including the organization, development and direction of recreation programs for all age groups as well as the operation of the city's parks and facilities.

## **ESSENTIAL JOB FUNCTIONS:**

- Directs, manages and coordinates the planning of recreational programs; use and maintenance of parks and forestry lands;
- Scheduling the use of recreational areas and all recreational buildings
- Completes incident reports and-reports any accident to the City Manager. Practices safety awareness.
- Performs staff management duties to include interviewing, hiring, training, performance management and recognition duties, and disciplinary action
- Communicates with other agencies and groups in planning and coordinating recreational activities; coordinating the maintenance of parks and recreation areas with the Public Works Director.
- Promotes the value of leisure and recreational activities including the use of park and recreational facilities.
- Provides general administrative and policy direction in the operations of the Civic Center, Old School, and Douglas Center..
- Prepares required reports, maintains records, prepares departmental budget estimates for approval by the City Manager;
- Attends Commission meetings and night meetings as required.
- Collaborates and communicates vendors as needed.
- Submits reports to City Manager needs for purchasing special event and recreational program supplies and equipment on a timely basis.
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- Reports on a regular basis to the City Manager on all issues concerning participants and

- volunteers in general.
- Maintains a clean, organized, and safe work environment at all times.
- Maintains record of hours worked and reporting them as directed by the City Manager.
- Maintains open lines of communication and good rapport with the adults, teenagers, and children whom participate in the activities and the daily operations.
- Promotes activities with events that will attract visitors to our City while creating a parks & recreational program to enrich our citizens.
- Creates and implement Life 'Enrichment and Educational programs for citizens of all ages in High Springs.
- Performs other assigned duties.
- Performs regular safety inspections of all areas and equipment.

### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- Bachelor's Degree in Recreation, Sports Administration or related field.
- Five (5) years of relevant experience, three (3) years of progressive supervisory experience is preferred. A combination of experience and education will be considered.

### **Licenses, Certifications or Registrations:**

- Must be CPR with AED/First Aid certified.

### **Knowledge, Skills and Abilities:**

- Knowledge of principles, practices, methods and theories of recreation, cultural affairs and parks administration.
- Knowledge of laws, ordinances, regulations and statutes, which govern recreation cultural affairs and park functions.
- Knowledge of principles and practices of effective administration and supervision.
- Knowledge of fiscal and strategic planning methods.
- Knowledge of effective promotional, public relations and fund raising activities which develop new funding sources.
- Knowledge of grant sources and application procedures.
- Ability to follow all of the various written mandatory standards of operation, policies and procedures, manuals, memos, oral instructions all of which make up the essential functions of the job.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and policy & procedure manuals.
- Ability to analysis financial information, document routine reports and correspondence.
- Ability to administer a city-wide program of recreation and recreational facilities, with possible partnering with the county.
- Ability to administer a City-wide program for parks and other City-owned areas, with possible partnering with the county.
- Ability to administer and manage a city-wide program of cultural activities.
- Ability to work effectively with other community agencies and organizations that administer recreation and cultural programs in the City.
- Ability to develop innovative long-term plans and programs and to evaluate work accomplishments.

### **PHYSICAL DEMANDS:**

The work is sedentary work: exerting up to 10 pounds of force occasionally and negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, work requires: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

**WORK ENVIRONMENT:**

- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

*The City of High Springs has the right to revise this position description at any time, and does not represent in any way a contract of employment.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR designee) Signature

\_\_\_\_\_  
Date