

Town of Pine Bluffs

JOB TITLE: RECREATION DIRECTOR

CLASSIFICATION NON EXEMPT POSITION

DEPARTMENT: Recreation

SUMMARY: Under general direction from the Town Administrator, plans, directs and coordinates all community recreation programs, including the Community Center, playgrounds, pool, special athletic programming, arts, crafts, social events and other programs for all age groups.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES: (which are **not** in any hierarchical order)

1. Plans, directs, supervises and evaluates the work of subordinates, instructors and volunteers.
2. Develops, plans, evaluates, organizes and as necessary facilitates various recreational programs, activities and special events; and modifies as appropriate to ensure that programs are providing maximum benefits to the community.
3. Plans, promotes and implements a variety of recreational activities and events.
4. Supervises the maintenance of recreation department records and prepares department budget and management reports.
5. Reviews and makes recommendations regarding the Town's procedures as related to community recreation facilities and programs.
6. Coordinates services with other units of the Town government, State and County, and private organizations.
7. Employs appropriate, certified officials for recreation programs
8. Performs other related duties as required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local, state and federal laws concerning recreational activities.
- Knowledge of Town Charter, codes, ordinances, rules and regulations.
- Knowledge of Wyoming Public Records laws.
- Knowledge of general management principles and practices to include budgeting, policy and procedure development and personnel management and supervision.
- Knowledge of all phases of community recreation activities.
- Knowledge of the organization and functions of elected officials, appointed boards and commissions.
- Skilled in planning, organizing, assigning and coordinating the activities staff, and volunteers
- Skilled in budget development.
- Skill in using computer with a Microsoft operating system.
- Skill in both verbal and written communication.
- Skill in supervising, evaluating, training and motivating employees.
- Skill in applying appropriate public relations techniques as situations warrant.
- Skill in prioritizing and managing multiple tasks and projects simultaneously.
- Ability to establish/maintain effective working relationships with those contacted in the course of work.
- Ability to express ideas clearly when providing oral and written reports and recommendations.
- Ability to develop recreation activities which meet the needs of all citizens of the community.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE: The equivalent of Bachelor's degree from an accredited college or a university with a major in Recreational Administration, Physical Education, Leisure Services or related field. Three (3) years of progressive experience in developing and implementing community-wide recreational programs. Excellent interpersonal and communication skills and knowledge of sports and recreation facilities and programs required. An equivalent combination of education, experience and training may be substituted for minimum requirements.

LANGUAGE SKILLS: The applicant must have the ability to prepare and maintain required records of operation and excel in oral and written communications.

REASONING ABILITY: The applicant must be able to organize and supervise the work of others and to develop and maintain good personal relationships with others. The applicant must be able to read edit and prepare reports, meeting minutes, instructions, letters, memos, and financial reports.

OTHER SKILLS AND ABILITIES:

- Ability to make decisions, recognizing established precedents and practices, and use resourcefulness and tact in meeting new problems.
- Ability to plan, assigns, supervise, and coordinate the activities of several departments.
- Ability to determine long-range needs and to plan and organize work for the efficient accomplishment of such objectives.
- Ability to establish and maintain effective working relationships with supervisor, subordinates, officials, representatives of other agencies and the general public.
- Excellent professional judgment and organizational skills.
- Computer proficiency in MS computer software and standard database software is required.

WORK ENVIRONMENT/ADA: Work involves light to strenuous activity. There is frequent need to stand, stoop, walk, run, swim, sit, lift objects, and perform other similar actions during the course of the workday. The Town of Pine Bluffs promotes a drug/alcohol-free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing. This position will also require the use of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

Lifting: 10 - 45 Pounds
Environment: Inside or outside in various weather conditions
Hearing: Normal Noise Levels

*Class Descriptions are not intended to be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the authority of a Department Head to assign other duties which are similar and related to work.