

**FAIRFIELD COUNTY, SOUTH CAROLINA
JOB DESCRIPTION**

**JOB TITLE: PARKS & RECREATION DIRECTOR
RECREATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, performs planning, administrative and supervisory work in the direction of County parks and recreation programs. Work involves planning, directing, coordinating and supervising of parks and recreation programs that include programs, services, and staff; handles personnel and public information; directing property management staff; and overseeing the preparation and maintenance of appropriate services and files. Works with appointed advisory board on recreation needs and planning for County. Employee is responsible for supervising a professional and technical staff, and volunteers; supervising the maintenance of County parks and other recreational facilities; and for administering the departmental budget and grant funds. Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, and termination. Employee must exercise initiative and independent judgment in determining the propriety and scope of programs to be offered through the department, and in all other phases of the work. Reports to the County Administrator or designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans and directs the parks and recreation program within budgetary limitations and in consideration of requests, displayed interests and full utilization of available facilities; develops, establishes and implements departmental policies and procedures.

Supervises the department staff which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising performance, recommending promotions, discipline, terminations and salary increases.

Plans long-range recreation programs and facilities according to anticipated County growth, future interest and expanded parks and recreation needs.

Directs the preparation of the annual departmental budget; submits final recommendations to the Comptroller; administers the operating and capital budgets and directs the expenditure of funds and the use and general maintenance of all recreational buildings, parks, grounds and equipment.

Researches, coordinates and prepares grant proposals for available government funding for various programs and projects administered by the department; administers grant funds, ensuring preparation and timely submission of required reports.

Directs the selection and employment of personnel, including both full-time professional and part-time employees; directs the training and supervision of the staff; receives, reviews and acts on

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plans and procedures developed by departmental staff; holds staff conferences to outline objectives and discuss various phases of the parks and recreation program; performs personnel administrative duties concerning payroll and benefits or withholdings, granting leave, employee appraisals, etc.

Studies and analyzes departmental programs, facilities, services and budget as a measure of evaluation to ensure continued effectiveness in meeting parks and recreation needs and interests of the public; supervises procedures to answer grievances from public or employees; acts as liaison between department and other County departments and the public.

Plans, organizes, promotes, and directs comprehensive county wide athletic, paths, and recreational programs for all ages.

Supervises and directs the activities and use of public recreation facilities such as playground, parks, mowing sites, and community buildings.

Plans, develops, or approves activities that are presented by staff.

Evaluates the adequacy of existing parks and recreational facilities, works to secure needed alterations and additions.

Meets with civic organizations, boards, and general public in order to learn the needs of the community and promote interest in recreation and park facilities.

Prepares an outline of work to be completed in order to have the recreational facilities and park areas ready for use in programs.

Supervises property and ground maintenance staff.

Coordinates and assists county programs in developing and extending recreation programs.

Prepares budget requests for parks and recreation department, controls expenditures of appropriate funds, and supervises the preparation of reports and maintenance records.

Receives and/or reviews payroll, employee evaluations, department purchases, monthly program maintenance reports, advisory board minutes, e-mail, and telephone calls.

Prepares and/or generates department budget and employee evaluations.

Refers to Department policy and procedures manual, Department's 5-year master plan, county personnel manual, Internet, and program bluebooks to answer questions and implement the rules.

Operates vehicles, tractors, mowers, 2-way radio, general office equipment such as computer, fax machine, camera, etc.

Utilizes general office supplies, computer software, etc.

Interacts and communicates with various individuals and groups such as Parks and Recreation Advisory Board, Board of Commissioners, County officials, co-workers, etc.
Must be able to work weekends and nights.

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Represent Parks and Recreation on various Boards throughout the County and Region

ADDITIONAL JOB FUNCTIONS

Directs departmental public relations and publicity programs in conjunction with County Administration; initiates and promotes new recreational programs through various communication media; reviews and approves promotional materials produced by staff; responds to inquiries from the public and special interest groups.

Attends meetings of department heads, various supervisory and advisory boards, agencies and community groups to present department programs and receive feedback about same; may serve as member of various professional or advisory boards, attending meetings and participating in activities, as appropriate; travels regularly to monitor and inspect programs and facilities.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in recreation administration or a closely related field, and 4 to 6 years of experience in professional parks and recreation work, including experience in a supervisory capacity over personnel, finances and facility planning; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including common office equipment such as typewriters, copiers, calculators, etc., two-way radios, and automobiles, and Must be able to exert up to 50 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar 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 information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, letters and memos, budget reports, purchase orders, payment vouchers, payroll forms, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, grant proposals, etc., using prescribed formats and conforming to rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

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Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting, personnel and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under work when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way radio.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Parks and Recreation Department as they pertain to the performance of duties of the Parks and Recreation Director. Has thorough knowledge of the philosophy and objectives of public parks and recreation. Has thorough knowledge of the standard resources, materials, practices and facilities utilized in a comprehensive parks and recreation program. Has thorough knowledge of the principles of supervision, organization and administration. Has thorough knowledge of current literature, trends and developments in the field of parks and recreation development. Has considerable knowledge of a variety of recreational interests and activities of the various age groups in the community. Has considerable knowledge of the methods and practices employed in the maintenance of playgrounds, athletic fields, parks and related facilities. Has considerable knowledge of the financing sources and programs available through State and federal funding agencies for recreational programs, and of the requirements and standards for obtaining and retaining State and federally funded programs. Has general knowledge of the requirements, policies

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and procedures of various media outlets necessary for promotional activities. Is able to plan, direct and coordinate the work of a professional, technical, clerical and volunteer staff. Is able to plan, establish, implement and monitor a comprehensive parks and recreation program. Is able to exercise independent judgment in the interpretation and application of regulations to daily departmental operations. Is able to effectively express ideas orally and in writing. Is able to exercise tact and courtesy in contact with public officials, businessmen, civic groups and the general public. Is able to establish and maintain effective working relationships with subordinates, public officials, community leaders and professional groups.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and County benefit. Strives to contribute to maintaining high morale among all County employees. Strives to develop and maintain cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Interacts effectively with fellow employees,

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supervisors, program participants, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Strives to see that the standards are not violated; if standards are violated, takes corrective action. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Strives to know and understand the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving departmental and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and County.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Staffing: Works with other County officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the County. Directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement

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alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and County. Employs imagination and creativity in the application of duties and responsibilities. Is open to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Strives to maintain the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Strives to keep abreast of changes in operating philosophies and policies of the County and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.