

Recreation Director

Parks and Athletics

GENERAL DESCRIPTION: Performs complex technical and administrative work in the supervision and development of the following components of Jonesborough's Recreation Department: Parks and Open Spaces, Walkway System, Playgrounds, Wetlands Water Park, Athletic Facilities and Programs including Fitness Center, Landscaping and Streetscape. General duties include professional and administrative responsibility in planning, organizing, assigning, and reviewing the work of subordinates within the department. The employee in this class must exercise discretion and independent judgment in directing the varied operations of the department. The position is under the direct supervision of the Operations Manager and the general supervision of the Town Administrator and is subject to review through the study of operating records, inspection of facilities, and adequacy and effectiveness of services.

ESSENTIAL FUNCTIONS OF THE JOB:

- Has direct supervisory responsibility for the operation of Parks and Recreation's facilities, staff and activities associated with the general program areas listed in the General Description.
- Directs, assigns, supervises and evaluates the full-time, part-time and seasonal management employees in areas of responsibility.
- Is responsible for the solicitation and interviewing off staff under the direction of management.
- Works with youth sport organizations to carry out a comprehensive sports program for young people.
- Directs the Park Maintenance staff and their activities.
- Provides oversight and direction to the Seasonal Water Park Director, ensuring the quality operation of Wetlands Water Park.
- Ensures playgrounds, Water Park and athletic and park facilities meet and are in compliance with all safety standards.
- Is responsible for reviewing, and authorizing all purchase orders in the areas of responsibility, and ensuring that the procedures meet Town purchasing policies.
- Maintains accurate records, statistics and files on correspondence, planning, maintenance activities and program participation, etc. in areas of responsibility.

- Works with management to develop operating budgets for areas of responsibility and for Recreation Department in general.
- Attends Park and Recreation Advisory Committee meetings.
- Works with Town Marketing staff to properly advertise and promote activities and programs within areas of responsibility.
- Works with Management to develop fundraising activities that help support programs and activities, participating in public meetings with civic organizations to solicit sponsorships and program funding and to provide information to the public.
- Sets standards for providing quality recreational programs, activities and facilities for Jonesborough area residents.
- Assists management in planning for program and facility improvements.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of the objectives and purposes of public recreation land and park operations, including a thorough understanding of activities which make up a community program; comprehensive knowledge of the facilities and equipment needed in a broad recreational program, and the proper arrangements of park and recreational areas; thorough knowledge of the principles and practices of public administration with special reference to departmental personnel and budget administration; thorough knowledge of the methods, equipment and materials used in parks and grounds maintenance, including knowledge of landscaping, horticulture and gardening; thorough knowledge of modern recreational organization policies, objectives, services and equipment; ability to direct a department concerned with varied activities, and to organize for seasonal changes in operations; ability to plan and direct the design and development of park and recreational facilities and improvements; ability to establish and maintain cooperative relations with Town officials and the public, and to promote community interest and enthusiasm in recreational activities.

ACCEPTABLE EXPERIENCING AND TRAINING: Must possess a high school diploma or GED; graduation from an accredited college or university with major course work in recreation or physical education, and extensive experience of a progressively responsible nature in organized parks and recreational activities, including supervisory experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must possess a valid Tennessee Driver's License.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior, or on a temporary basis, may be asked to assist other employees occupying a different position. The employee in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. The position description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under not circumstances area intended to constitute a demotion

ADA REQUIREMENTS:

Physical Requirements: Task involves some physical effort, i.e., some standing and walking, or frequent lifting (5 – 50 lbs.); or dexterity in the use of fingers, limbs, or body in operation of maintenance and duties, shop or office equipment.

Environmental Requirements: Task may require frequent exposure to adverse environmental conditions.

Sensory Requirements: Task requirements color perception and discrimination. Task requires sound perception and discrimination. Task requires taste perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communication ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 16
Exempt
August 31, 2022