

# **CITY OF CORBIN PARKS & RECREATION DIRECTOR**

## **JOB DUTIES**

### **GENERAL PURPOSE:**

Performs a variety of complex professional and administrative work in planning. Developing, scheduling, directing and implementing a year-round, city-wide parks and recreation program.

### **SUPERVISION RECEIVED:**

Works under the broad policy guidance and direction of the Mayor, Board of Commissioners and the City Manager.

### **SUPERVISION EXERCISED:**

Exercises direction over the maintenance supervisor, pool manager, support staff, part-time, contracted or seasonal personnel either directly or through subordinate supervisors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures,

Maintains harmony among workers and attempts to resolve grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Plans, coordinates and directs a diversified year-round, city-wide parks and recreations program including the management of the Civic Center, parks, ball parks, swimming pool, playground and various fields, parks and open spaces.

Coordinates the recreation program with the parks program, other city departments, and outside organization such as the school districts and various community-based organizations.

Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops, maintains and implements a current parks and recreation master plan.

Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations. Assures compliance with established policies and procedures.

Promotes interest in parks and recreation programs through publicity, joint program brochures with various community groups, and public contacts; speaks before citizens groups, students and other organizations.

Prepares and administers budget for all areas under the parks and recreation department; orders all new and replacement equipment with the approval of the Board of Commissioners.

Prepares a variety of reports and maintains necessary operating records.

Supervises the control of, and is responsible for all materials and supplies used in maintenance, construction and repair of all parks and playgrounds.

Prepares cost estimates to plan and provide for improvements in the park facilities; oversees construction projects and park improvements.

Maintains liaison with other departments as well as state, local, and other public officials. Answers letters of inquiry and talks with visitors; addresses public and civic organizations which will inform the public of policies, procedures and the availability of facilities for public use.

Supervises and manages the planning of new parks, playgrounds, recreation facilities and all of the amenities that would be necessary for the proper construction and maintenance of these facilities.

Schedules, provides logistical assistance for, and assist various leagues throughout the year, such as sports tournaments and community-wide events

Must obtain relevant certifications through the Kentucky Recreation and Parks Society: aquatics certifications, the maintenance of game fields, and turf management.

All other duties as assigned.

## **PERIPHERAL DUTIES:**

Assists staff in the performance of their duties as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **QUALIFICATIONS**

### **REQUIRED MINIMUM QUALIFICATIONS:**

Education and Experience

Minimum of an Associate's Degree in Recreation or Physical Education.

Minimum of 3 years' experience in principles and practices of parks and recreation programs; thorough knowledge of equipment and facilities required in a comprehensive parks and recreation program; grant writing experience; extensive knowledge of the principles and practices of maintenance, construction and use of public buildings and park facilities; considerable knowledge of community recreation needs and resources; working knowledge of the principles and practices of office management, work organization and supervision.

Valid Kentucky Driver's License with acceptable driving record for the past three years. A thorough background check will be conducted.

Must be proficient on computer in MS Word software.

This position is subject to the City of Corbin's Drug and Alcohol-Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing. Return-to-duty testing and follow-up testing.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. Accommodations must be brought to the attention of the City Clerk and/or the City Manager.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and /or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field

The Recreation Director is on call 24 hour a day, 7 days a week.