



City of Pascagoula Job Description

Assistant Parks and Recreation Director

DEPARTMENT:	Parks and Recreation	LABOR GRADE:	117
EXEMPT(Y/N):	Yes	POSITION CODE:	
REPORTS TO:	Parks and Recreation Director		

MEETING PERFORMANCE EXPECTATIONS

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

SUMMARY:

This position is responsible for planning and coordinating special interest programs, and activities held at the city’s recreation centers in accordance with all applicable laws and City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Manages the City’s aquatic program including the Andrew Johnson Pool, supervises pool personnel policies, classes and pool rentals.
- Develops, plans, and implements special programs such as lock-ins, arts and cultural activities, holiday and theater programs for people of all ages and abilities.
- Develops and implements youth summer camps, holiday day camps, and after school programs.
- Coordinates special interest classes; recruits part-time instructors, camp counselors, pool staff, volunteers, and performers.
- Works with Community Relations Department to promote programs and activities.
- Monitors the City’s contract with the Boys and Girls Clubs and coordinates the use of school system facilities for recreation programs.
- Oversees Senior Citizens’ Center operations.
- Oversees the City’s Senior Adult and Outdoor Recreation Program, working with division managers on programming and staffing efforts.
- Monitors programs to ensure programs are cost effective, safe, and meet the needs of the community.
- Develops annual budget requests for programming efforts.
- Acts as Director, Athletic Director, Administrative Assistant, or any other role in the absence of such.
- Maintains the MS Dept. of Health, School Age Programming License requirements.
- Provides training to staff members; is directly responsible for interviewing, and providing recommendations for staffing needs in the department.

- Any other duties assigned by the Parks and Recreation Director.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.

SUPERVISORY REQUIREMENT:

This position supervises the Senior Citizen Coordinator, Parks and Rec Assistant, Gym Attendant, After School and Summer Camp staffs and may and indirectly supervises all other personnel assigned to the Parks and Recreation Department on a daily basis.

EDUCATION and/or EXPERIENCE:

A high school graduate or its equivalent and a bachelor's degree in Recreation/Leisure Services or Athletic Administration/Physical Education are preferred. A minimum of three (3) years' experience, in a supervisory position, in leisure service programming and administration or any combination of experience and education that results in the required knowledge, skills, and abilities is required. CPR certification is preferred.

SPECIAL QUALIFICATIONS:

Computer proficiency in Microsoft Office is required; previous experience with MUNIS software or other municipal software is preferred. A valid driver's license is required.

LANGUAGE AND REASONING SKILLS:

Ability to understand written or oral instructions; read, analyze and interpret documents, instruction manuals, policies and procedures is essential. Excellent communication skills strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently is essential. Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues and problems while adhering to an appropriate policy and procedure.

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.

While performing the duties of this job, the employee is regularly required to talk, see or hear; to stand; walk; sit; and use hands to finger, handle or feel objects, tools or controls.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually low and work is performed in a well lit, adequately ventilated, climate controlled office.