



City of Pascagoula Job Description

Parks and Recreation Director

DEPARTMENT: Parks and Recreation	LABOR GRADE: 123
EXEMPT(Y/N): Yes	POSITION CODE: 301114
REPORTS TO: City Manager	

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 developing, implementing, and directing the City's recreation programs in accordance with all applicable laws and City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Plans and directs an expanding and flexible program of recreational activities for all segments, groups, age, and interest levels of the community.
- Recommends the acquisition and directs the development of park and playground areas of appropriate structures and facilities so as best to serve the widest interests of the community.
- Allocates and supervises the maintenance and upkeep of all parks and recreation facilities.
- Develops, supports, controls, and administers the budget for the department.
- Works with civic and community groups in developing programs for specific groups.
- Approves advertisements, press releases, and other publications for programs and activities.
- Ensures the preparation of periodic and special reports.
- Oversees the researching, planning, and writing specifications for athletic fields.
- Serves as liaison and secretary to the Recreation Commission; attends monthly meetings.
- Attends committee meetings as directed by the Assistant City Manager.
- Attends conferences, workshops, and seminars; maintains membership in professional organizations in order to maintain and develop professional skills;
- Oversees Senior Citizens' Center operations.
- Prepares annual department budget; monitors budget to ensure all purchases are within budgetary constraints.
- Attends staff meetings and makes recommendations on selection of consultants.
- Any other duties assigned by the City Manager.

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 directly supervises the Assistant Parks and Recreation Director, Athletic Director and Director of Maintenance and Beautification on a daily basis 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 required. 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 MS Word, Excel, Publisher, and Outlook is required; previous experience with MUNIS software is preferred. A comprehensive knowledge of all phases, from inception to administration, of community parks and recreational facilities is essential. The ability to organize and direct a well-rounded program of recreational activities is required. A valid driver's license is required.

LANGUAGE AND REASONING SKILLS:

Ability to understand written or oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required to effectively present information in a one-on-one and small group setting. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential. Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues and problems, in a professional and courteous manner, while adhering to an appropriate policy and procedure. Strong interpersonal skills are essential to develop and maintain effective working relationships with elected officials, employees, and the public.

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.

This position is required to regularly talk, see, and hear. The employee is also regularly required to stand; walk; sit; and use hands to finger, handle or feel objects, tools or controls. The employee is regularly required to reach with hands and arms, and to sit; climb or balance and

stoop, kneel, crouch or crawl. Employee may occasionally be required to lift or move heavy objects weighing up to 50 pounds.

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 moderate. The majority of work is performed indoors, but often works outdoors in all types of weather conditions. This position often works non-traditional hours due to night and weekend recreation activities.