

CITY OF BARBERTON

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Director of Parks & Recreation

Name of Incumbent:

Civil Service Status: Unclassified
Employment Status: Full-Time
FLSA Status: Exempt

Department: Parks & Recreation
Reports to: Parks & Recreation Commission
Pay Grade: 7

JOB SUMMARY:

Reports directly to the Parks & Recreation Commission and assumes responsibility for the planning, development, and administration of the City's park and recreation programs and facilities; implements policies promulgated by the Commission.

QUALIFICATIONS:

Bachelor's degree in Park & Recreation Administration, Recreation Administration, or Park Management (see Section 6.03 (c) of the City Charter).

LICENSURE OR CERTIFICATION REQUIREMENTS:

Certification as a Parks & Recreation Administrator by the Ohio Parks & Recreation Association (see Section 6.03 (c) of the City Charter).

Valid State of Ohio driver's license, plus ability to qualify for and remain insurable under the City's vehicle insurance policy.

MINIMUM ACCEPTABLE CHARACTERISTICS: (**Indicates developed after employment*)

Knowledge of: Management practices; city government structure and process; department policies and procedures *; principles and practices of park and recreation planning, development and administration; fiscal management; public relations.

Ability to: Communicate effectively; collect, analyze, and interpret data; prepare and maintain accurate documentation; develop and maintain working relationships with coworkers, elected and appointed officials, other professionals, and general public.

ISSULTRATIVE DUTIES:

1. Plans, develops, and administers the City's parks and recreation programs and facilities (analyzes or directs others to analyze new and existing programs, conducts or directs others to feasibility studies for new and existing facilities, promotes and directs others to engage in activities to promote existing facilities, plans or directs others to plan for facilities maintenance and repair, etc.); recommends policies, programs, and projects to the Commission and implements decisions of the Commission.
2. Manages directly and indirectly the activities of department personnel and volunteers (assigns work, administers discipline, receives and responds to grievances or complaints, evaluates employee performance, approves or denies leave requests, etc.); develops policies and procedures within parameters established by the Commission; recruits, interviews, and recommends the hire of job applicants.

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3. Prepares annual budget request for parks and recreation department; monitors expenditures to ensure expenses do not exceed appropriations; approves or denies requests to purchase equipment and supplies; estimates costs for new programs or facilities; prepares records, reports, and other documentation (operational, financial, programmatic, etc.).
 4. Meets with elected and appointed officials, community organizations, citizen groups, etc.; in order to discuss parks and recreation related problems.
 5. Demonstrates regular and predictable attendance.
 6. Maintains required licensure and certification.
 7. Attends conferences, seminars, and other related programs.
 8. Performs other related or unrelated duties as assigned.
 9. Proficiently operates personal computer and has experience in Microsoft Office software; Excel, Word, Calendar, Outlook, PowerPoint.
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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Approval of Appointing Authority

Date

Employee Signature

Date