# TITLE: Parks and Recreation Director PR/ I

DEPARTMENT: Parks and Recreation, City of Franklin

JOB SUMMARY: This position is responsible for planning, directing, coordinating; and supervising parks and recreation programs, services, and staff. Work is performed under the general supervision of the City Manager.

SALARY GRADE: 23 FLSA STATUS: Exempt

MAJOR DUTIES:

* Plans, directs, coordinates, and supervises parks and recreation programs, services, and staff including full-time, part-time, and summer personnel.
* Sets the Department vision. Creates a positive image of the Dpartment and handles public information matters.
* Oversees the preparation and maintenance of appropriate records and files.
* Plans, organizes, promotes, and directs comprehensive city-wide athletic, parks, and recreational programs for all age groups.
* Evaluates the adequacy of facilities and works to secure needed alterations and additions.
* Assists with organizing athletic leagues.
* Coordinates city programs with and assists representatives of other groups in developing and extending recreation and associated programs.
* Prepares budget requests for the Department; controls budget expenditures; prepares reports and maintains records.
* Assists in the operation of a summer youth employment program.
* Develops, establishes, and implements Department policies and procedures.
* Researches, coordinates, and prepares grant proposals for various programs and projects.
* Administers grant funds; ensures the preparation and timely submission of required reports; maintains related files.
* Reviews, receives, and acts on plans and procedures developed by departmental staff. o Holds staff conferences to outline objectives and discuss various phases of parks,

recreation, and buildings and grounds maintenance programs.

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* + Prepares photographs/images and written text for television broadcast, print media, brochures & publications, and for formal presentations; makes video recordings as needed.
  + Studies and analyzes department programs, facilities, and services to ensure continued effectiveness.
  + Attends meetings of department managers, supervisory and advisory boards, related agencies, and community groups.
  + Performs other related duties as assigned. KNOWLEDGE REQUIRED BY THE POSITION:
  + Knowledge of all phases of community recreational activities, programs, and their administration.
  + Knowledge of the principles and methods of park and playground planning and programs.
  + Knowledge of general management principles, practices, theories, and methods. o Knowledge of grant programs and administration including record keeping.
  + Knowledge of personal computers for use in word processing and electronic communications, including but not limited to Microsoft Office Applications; Facebook, Twitter, Instagram, and other common social media outlets to engage stakeholders.
  + Skill in coordinating multiple-unit activities to achieve targeted results.
  + Skill in the supervision of personnel.
  + Skill in oral and written communication.
  + Skill in comprehending, understanding, and interpreting complex and technical information.

SUPERVISORY CONTROLS: The supervisor reviews work through conferences, reports, and observation of department activities & personnel. The City Manager assigns work in terms of department goals, objectives, and expectations.

GUIDELINES: Guidelines include city policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops Department guidelines.

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COMPLEXITY: The work consists of varied management, administrative, and supervisory duties. The array of tasks contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to direct the activities of the Parks and Recreation Department. Successful performance in this position enhances the quality of life of citizens of Franklin.

PERSONAL CONTACTS: Contacts are typically with Department staff, other city personnel, elected and appointed officials, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, motivate personnel, resolve problems, provide services, and negotiate or justify matters.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office but occasionally in the outdoors and inside recreational venues.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Program Specialist (1), Athletic Program Specialist (1), and Administrative Assistant ( 1) and may change depending on the needs of the Department and/or as modified by the City.

MINIMUM QUALIFICATIONS:

* Knowledge and level of competency commonly associated with the completion of a baccalaureate degree or any combination of related experience in a course of study related to the given occupational field.
* Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
* Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.