

**POSITION DESCRIPTION
CITY OF ASHLAND, ALABAMA**

PARKS AND RECREATION DIRECTOR/YOUTH SPORTS

CODE: 600

JOB DEFINITION

Under the direction of the Mayor, this position is a working and administrative supervisor and is responsible for the management and supervision of the Parks and Recreation Department. This position is responsible for planning, coordinating, directing, and carrying out the work of the Department in the maintenance and set-up of all City parks, athletic fields, and playground equipment. This position is also responsible for the planning, organizing, directing, and controlling of all activities relating to the Youth Sports Program. This position ensures the activities assigned to the Department are accomplished as required and in accordance with any governing City policies and/or regulations. This position supervises the work of Department personnel and closely coordinates the work of the Department with City Administration. This position independently plans and carries out projects and selects the approaches and methods to be used in solving problems. This position, along with the City Clerk, develops, implements and monitors the Department's budget. This position researches, writes, and applies for grant funding for the Department. The work is essential to the operation and image of the City and touches large numbers of citizens in the local area. This job classification is subject to pre-employment and random drug screens.

ESSENTIAL FUNCTIONS

- Plans, organizes, coordinates, and directs activities of the Parks and Recreation Department.
- Develops and maintains constructive relationships with other City departments. Must work closely with Maintenance Supervisor and department for any and all overlapping projects.
- Attends no less than one council meeting per month, and provides a written report to Council Liaison for council meetings not attended.
- Prepares purchase orders and bid specifications when necessary.
- Responsible for maintenance of City parks and athletic fields to include maintenance of grass, garbage, playground equipment, etc. (including repairs of all outdoor equipment, and reports any indoor facility repairs needed to Maintenance Supervisor)
- Oversees and facilitates routine maintenance on department vehicles and equipment.
- Maintain budgetary, purchase, material, expense, and personnel records for the Parks and Recreation Department. Must complete annual job performance evaluations for subordinate personnel.
- Receives and investigates complaints from the public for department personnel or activities
- Oversees scheduling and rentals of City Parks and Recreational Facilities.
- Performs related work as assigned or required.

ESSENTIAL FUNCTIONS SPECIFIC TO YOUTH SPORTS PROGRAM

- Monitors and controls the program in conformance with objectives, plans, schedules, and budgets. Implements necessary corrective action.
- Researches and recommends to the City Council programs, policies, and administrative techniques for the economical and effective operation of the program.
- Responds to public inquiries, investigates and resolves complaints or refers to appropriate individual or department for resolution.
- Develops and maintains constructive relationships with other City departments, sports volunteers, and the general public.
- Conducts short-term and long-range planning for the youth sports program/parks and recreation department to include facility upgrades and equipment requirements.

- Oversees all teams, coaches, referees, and other individuals involved with all teams.
- Conducts interviews with all coaches to ensure they are of good moral character to be involved with organized youth sports. May coordinate with Police Chief to conduct background check on any/all coaches as necessary.
- Responsible for opening and closing all facilities and to ensure that facilities are left clean, lights are turned off, and water to all sinks and toilets are not running.
- Will be present or represented at all organized practices, games, or scheduled events to provide oversight and conflict resolution.
- All conflicts that could lead to a player, coach, or sponsor being barred from participation in the program will be resolved by the Coordinator and Mayor with input from City Council Liaison.
- Prepares and presents regular reports as requested, including financial and yearly budgets. Financial books must be maintained on a timely basis and made available for inspection by the City or their representative(s) at any reasonable time requested.
- Monitor all expenditures for the Youth Sports program and provide statements of all incoming funds for the program. This includes sign-up fees, concessions, game admission fees, sponsorship fees and photography fees.
- Performs related work as assigned or required.

KNOWLEDGE, SKILL, AND ABILITIES

- Knowledge of City and Departmental rules, regulations, policies, and procedures
- Knowledge of Alabama Recreation and Parks Association.
- Thorough knowledge of the materials, methods, and techniques used in a variety of parks and recreation activities.
- Considerable knowledge of the principles and practices of effective management of parks and recreation administration.
- Knowledge of safety and other precautions necessary to minimize the risk of injury or accident.
- Skilled in landscaping operations.
- Ability to effectively plan, organize, coordinate, and supervise subordinate personnel
- Ability to establish and maintain effective working relationship with assigned personnel, City Officials, other City departments, and the general public.
- Ability to analyze and prepare required reports, records, and information.
- Ability to communicate clearly and concisely, both orally, electronically, and in writing.
- Ability to use computers, office productivity software, and office equipment.
- Ability to perform tasks of physical nature, often demanding, including lifting (over 50 lbs.) and kneeling; and to work outdoors in a variety of weather conditions; heat, humidity, and cold.

QUALIFICATIONS

- Graduation from senior high school or equivalent.
- Minimum 2 years of related work experience in recreation or leisure services.
- Minimum 2 years of supervisory experience is preferred.
- Certification in CPR and basic first aid (can be acquired once position is accepted)
- Ability to travel overnight to attend meetings and conferences.
- Ability to work non-standard hours, weekends, or emergencies due to sporting events/games.
- Personal record must be free of criminal convictions.
- Must possess a valid Alabama Driver's License and a safe driving record suitable for insurability.