



JOB DESCRIPTION

Job Title: Recreation Director	Date: August 2020
Department: Recreation	Exemption Status: Non-exempt
Reports To: Mayor or designee	Revisions Date:

POSITION SUMMARY:

Plans, organizes, and manages a diverse system of recreational, cultural and athletic programs to provide services to the public with emphasis on the Payette Municipal Pool. Responsible for developing business plans, fee methodologies, and strategic plans with various partners throughout the community to deliver recreation services. Works closely with the Mayor, Department Heads, and citizens to meet recreation needs. Work requires considerable independent judgment and is performed within policies and procedures. This position is designated as At-Will.

POSITION RESPONSIBILITIES:

Essential Functions

Directs operational, financial, and personnel activities of the Recreation Department. Oversees recreation programs and facilities to assess their effectiveness in delivery of service to the public with a constant awareness for safety and minimizing the City's liability risk. Addresses participant, public and partners suggestions and complaints.

Performs long-range capital improvement analysis, develops cost estimates, budgets, develops short and long term recreation programming assessments, participates as key staff in Department comprehensive planning. Develops advertising, marketing and promotional materials for recreation/fitness/aquatics and facilities; Distribute program information to the community

Oversees and is responsible for daily financial operations of Department; Prepares financial plans, develops goals and objectives consistent with City Strategic Plan, monitors budget expenditures and revenues. Develops, implements, and evaluates fees and charges to maximize revenue; prepares bills for payment.

Conducts and attends meetings and planning sessions and may attend educational seminars, conferences, etc. as assigned. Cultivates partnerships with local and state agencies and private organizations regarding development of alternative revenue sources for facility, park and recreation program development. Develops and cultivates community partnerships.

Guides, develops and implements policies and procedures. Assists with department policy and procedure development. Develops, implements, and supervises best management practices for department.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

KNOWLEDGE, EXPERIENCE, and TRAINING REQUIREMENTS

Requires education and/or experience to attain the following:

Requires Bachelors degree in Recreation Administration, Physical Education, or related field.

Strong leadership and management skills with demonstrated knowledge of the fundamental and accepted practices in Recreation and Aquatics operations and administration.

Knowledge, training and experience in modern park and recreation principles, or physical education with an emphasis in service delivery and marketing to the public; modern administrative practices related to recreation management; municipal budgeting and finance; revenue and expense forecasting; pertinent federal, state and local laws, codes and regulations; program development, implementation and administration; research and reporting methods, techniques and procedures; safety and risk management policies, practices and regulations; professional business practices and computer operations.

Ability to plan, coordinate and direct activities of the Department; develop strategic long-range plans, analyze problems, identify solutions, project consequences, and implement recommendations; analyze, interpret, summarize and present information in an effective manner; experience in strong leadership, consensus building, enhancing visibility, and successful partnership development; experience and skill in effective oral and written communication; effectively research, interpret, respond and present information to the Mayor and City Council, and the public; display an attitude of cooperation and work harmoniously with all levels of City of Payette employees and the public; communicate effectively in the English language at a level necessary for efficient job performance; complete assignments in a timely fashion; understand and comply with all rules, policies and regulations; maintain prompt and regular attendance; and perform all essential and marginal functions as assigned by an authorized employee, supervisor and/or manager with or without a reasonable accommodation.

Individuals must be capable of operating vehicles safely and have an acceptable driving record.

Certifications in Certified Pool Operator, Certified Water Safety Instructor, Lifeguard Training, First Aid/CPR, the ability to obtain all of these certificates.

Knowledge in Microsoft Word & Excel along with Website and Social media Applications.

LICENSING and OTHER SPECIAL REQUIREMENTS

All applicants must be able to successfully pass City of Payette background check processes which include reference checks and criminal history checks. Applicants must be able to pass, or have:

- Valid Idaho driver's license
- Driving Record Check
- Education Verification

- Must be able to work any day or hour of the of week, including holidays, and available for on-call emergencies.

WORKING CONDITIONS

The work environment is an indoor and outdoor environment subject to extreme temperatures at times or conditions which includes sitting for extended periods of time. The employee must be able to perform the following with or without accommodation:

- Must have sufficient clarity of speech and hearing which permits the employee to communicate effectively
- Must have sufficient vision, permitting the employee to make observations
- Must have sufficient manual dexterity which permits the employee to operate office equipment
- Must be able to talk and hear via telephone and in person
- Must be able to lift up to 50 pounds
- The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Efforts

While performing the duties of this job the employee is rarely lifting/carrying up to 10 lbs. Also the employee is rarely pushing/pulling up to 10 lbs. The noise level is occasionally moderate. Work includes sensory ability to talk and hear. Work in this position also includes close vision and distance vision. Employees will sit, stand and walk. Position requires hand/finger dexterity.

Working Environment

The work environment will include inside conditions, outdoor weather conditions and extreme temperatures. Employees will also drive a vehicle as part of this position. This position works: evenings and weekends when necessary

TRAVEL REQUIREMENTS:

Local travel may occasionally be required. Must hold a valid driver's license and good driving record.

Drug Free Workplace: In accordance with the City of Payette Drug Free Workplace Regulation, this position is subject to testing requirements including Post Offer Applicant Testing, Reasonable Suspicion, Post - Accident, etc. Applicants will be required to submit to screening for illegal drug use prior to hire. Appointment to this position is contingent upon a negative pre-employment drug test.

Disclaimer:

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.