

GEORGETOWN-SCOTT COUNTY PARKS AND RECREATION

POSITION CLASSIFICATION: Assistant Director: Position Classification: Exempt

GRADE: 10

DEPARTMENT: Administration

IMMEDIATE SUPERVISOR: Parks and Recreation Director

SUPERVISES: All Facility, Recreation, and Programming Personnel

CHARACTERISTICS OF POSITION:

Under general direction of Parks and Recreation Director, performs management and administrative work in the development and operation of recreation facilities. Oversees the planning, design, implementation, and management of all recreation programs, activities, and special events for department. Assists Parks and Recreation Director and performs related work as required. Serves as Acting Director in absence of Parks and Recreation Director. Works a flexible schedule, including on call status.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential: Recruits, trains, supervises and coordinates the work of subordinates assigned to specialized areas. Assists in determining all personnel requirements for facilities and programs. Plans, assigns, supervises, and monitors all recreation programs and special events. Directs and monitors the daily activities of all Parks and Recreation facilities. Coordinates maintenance of all indoor community centers. Prepares required reports relating to the management of facilities and programming. Assists in preparation and administration of budget. Assists in the development and implementation of marketing strategies and activities for all programs and facilities. Attends monthly Parks and Recreation board meetings. When requested, represents the Department by attending community meetings and functions, civic clubs, conferences, etc. Responds to customer and public inquiries, complaints, and compliments relating to programs and facilities. Oversees and monitors scheduling of programs and facilities. May approve purchase orders up to \$5,000. Purchase orders valued over \$5,000 must be approved by the Director. Must work within the confines of the fiscal budget.

Nonessential: May assist Parks and Recreation Director in any other areas as requested.

QUALIFICATIONS/REQUIREMENTS:

Education, Training, Experience:

Completion of Bachelors degree in Recreation and Park Administration or related

field required. Master's Degree or equivalent working experience in the field of recreation preferred. Aquatic Facility Operator (AFO) Certification required. National Playground Safety Inspector (NPSI) Certification required. Minimum of eight years experience in Parks and Recreation with at least five of those in a supervisory position. Must have experience in the following areas: facility operations, budget preparation, and all areas of recreation programming to include but not limited to athletics, child services, cultural activities, special events, aquatics, and youth sports.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

Comprehensive knowledge of recreation programming and facility operations. Thorough knowledge of accounting methods and procedures. General knowledge and understanding of federal and state labor laws. Working knowledge of general office equipment. General knowledge of basic building repair and maintenance.

Skills:

Skill in use of computer and other standard office equipment

Abilities:

Ability to establish and maintain effective working relationships with Parks and Recreation board members, employees and the general public. Ability to analyze, implement, and maintain a diversified program meeting the leisure needs of the community. Ability to prepare and maintain accurate reports. Ability to function effectively when required to work varying schedules and shifts as determined by recreation and facility program and events. Ability to communicate effectively both orally and in writing. Ability to make decisions and perform under stress when problems arise.

SPECIAL LICENSING REQUIREMENTS:

Valid Kentucky drivers license; CPR and First Aid certified

ADDITIONAL REQUIREMENTS:

Instructions: Very general; must use own judgment most of the time.

Processes: Frequently refines existing methods and develop new techniques, concepts, or programs within established limits.

Review of Work: Work is generally reviewed through oral and written reports.

Analytical Requirements: Decisions based on a wide knowledge and application

of advanced techniques/concepts are required.

Work Environment: Inside and outside.

Availability: Must be able to attend meetings and departmental activities in evening hours and on weekends; must be able to respond to calls at all hours; must be able to work irregular hours on a regular basis

Physical Demands:

Lifting: Some required (up to 25 pounds). Requires standing, walking, and sitting.

Use of Equipment: Tools related to parks recreation and maintenance; small hand tools; normal office equipment.

Vehicle Operation: Automobile when needed.