

LEISURE SERVICES DIRECTOR

CODES/PAY RANGE

Class Code: 2915 EEO Code: A FLSA: E Pay Range: C

MAJOR FUNCTION

Responsible administrative work in the development and supervision of county parks and recreation programs.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, organizes, implements, and supervises a comprehensive parks and recreational program. Develops new techniques and approaches in recreational activities and takes appropriate action needed. Directs the operations and maintenance of all parks and recreation facilities. Directs a recreation program which includes buildings, centers, playgrounds, athletic centers, swimming areas, etc.

Trains and supervises staff members in carrying out the overall activities.

Represents the division in all matters. Provides or arranges for facilities, material, and equipment for recreation and park activities.

Prepares division budget, periodic and special reports as required.

Oversees long-term planning of park and facility development. Coordinates activities of consultants and vendors.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of management principles, practices and techniques. Knowledge of budgetary principles and techniques. Knowledge of the fundamentals of recreation, and the types of facilities required to carry out recreation programs.

Ability to analyze and adjust activities to the needs of participating groups. Ability to train and

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supervise others. Ability to coordinate and direct activities of consultants, vendors, staff, local governments and volunteers. Ability to prepare and deliver presentations to community and civic groups. Ability to establish and maintain effective working relationships. Ability to communicate effectively orally and in writing. Ability to organize and schedule staff. Ability to manage and direct simultaneous projects and programs.

Skill and ability to effectively work with different segments and age groups of the county. Skills in planning, organization, and implementation of the overall recreation and park development/maintenance programs.

MINIMUM QUALIFICATIONS

Bachelor's degree in Recreation, Parks Management, Physical Education or related field and five (5) years of paid experience in supervising recreational or park programs.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, hear, talk. Limited requirement to traverse uneven terrain.

Environmental Demands: Generally inside work.

Mental Demands: Ability to read and comprehend professional manuals, legal documents, contracts; instructions, reports, abstracts, financial reports, letters, and summaries; blueprints and layouts. Ability to write reports, evaluations, summaries, letters, financial reports, procedures, and policies. Ability to perform advanced mathematical functions. Ability to speak publicly and extemporaneously; conversant in policies, techniques and procedures of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/97
Replaces 10/94