



MARION COUNTY

Recreation Director Recreation

REC/1

JOB SUMMARY

This position is responsible for directing the provision of recreation programming for the County.

MAJOR DUTIES

- Plans, organizes, and supervises all recreational sport programs and activities.
- Schedules games; coordinates registration; organizes teams; secures coaches, volunteers, and officials; prepares facilities for practice and games; officiates as needed.
- Plans and oversees the construction, maintenance, and repair of departmental facilities and equipment.
- Purchases departmental equipment; secures bids for sports equipment, uniforms, and photographs.
- Inspects the condition of all Department grounds, sports facilities and playing fields.
- Operates a variety of maintenance equipment to maintain the proper condition of all grounds, fields, and facilities.
- Hires, trains, assigns, and supervises staff and volunteers.
- Conducts public outreach events; gives presentations, communicates to reporters, prepares new releases and bulletins.
- Plans and attends meetings with other recreation departments, County employees and parents for tournaments and games.
- Conducts field maintenance activities.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of recreational sports rules and policies.
- Knowledge of budgetary and financial management procedures.
- Knowledge of sports field, turf, and facility maintenance procedures.
- Knowledge of safety policies, procedures and risk management.
- Knowledge of computers and job related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the operation of a variety of yard and field maintenance equipment
- Skill in oral and written communications.
- Skill in interpersonal and public relations.

SUPERVISORY CONTROLS

The Recreation Board assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include County policies and procedures, department safety guideline, Georgia Recreation Parks Association rules, American Sports Association guidelines, Georgia High School Rule Book, and related federal, state, and local laws. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of duties related to the direction of recreation programming, budget management, and facility maintenance. The need to education the public about rules and regulations contributes to the complexity of the work.
- The purpose of this position is to direct the provision of recreation programming for area residents. Successful performance helps ensure a quality recreation program that positively meets the community's needs.

CONTACTS

- Contacts are typically with co-workers, other County employees and agencies, vendors, coaches, volunteers, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The office work is typically performed while sitting at a desk or table and intermittently standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The field work exposes the employee to dirt, dust, grease, the outdoors and occasional inclement weather. Work requires the use of hand and power tools required in general grounds maintenance work and protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over seasonal Recreation Maintenance Workers (2).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the 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 Georgia for the type of vehicle or equipment operated.