

## **BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:**

**DIRECTOR, RECREATION**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to plan, direct, and administer programs, operations, and activities of the Recreation Department.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff of employees, coaches, volunteers, community service workers, or other workers, to include processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; recruits, interviews, hires, and trains new employees.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees, program participants, the public, and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with Chairman of County Commission, County Commissioners, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; coordinates department activities with those of other departments and agencies as needed.

Directs all operations of the department, including program development/administration, staffing, budget management, office operations, capital projects, facilities operations, and field/grounds maintenance functions.

Directs planning, design, financing, construction, and maintenance of all department facilities; inspects athletic fields, buildings, and equipment to ensure safety, proper equipment operations, and adherence with all guidelines.

Formulates and implements long and short term plans, goals, and objectives of department operations and programs; establishes rules and guidelines pertaining to recreational programs/activities.

Advises the county governing authority on formulation of departmental policies and procedures; implements and updates policies and procedures.

Develops, submits, and implements departmental budget; monitors expenditures to ensure compliance with approved budget; submits requests for capital expenditure funding; presents planning and design proposals to county officials; requests, coordinates, and administers grant funding for recreational facilities or programs.

Directs planning, coordination, and implementation of recreational programs; conducts surveys to evaluate the recreational needs/interests of the community; determines appropriate types of programs to offer for youth/adults; promotes recreational programs within the community; evaluates participation levels and overall effectiveness/success of programs; implements addition, deletion, or revision of programs/activities as appropriate.

Oversees planning, coordination, promotion, and administration of athletic programs for youth and adults; oversees and assists with supervision of youth/adult programs, leagues, weekend tournaments, gym activities, field activities, and special events.

Oversees scheduling of programs, events, and related activities; oversees scheduling of coaches, scorekeepers, or other workers to ensure adequate coverage at various sporting activities.

Oversees registration of program participants in recreational programs; oversees collection of registration fees, recording of payments, and proper accounting for revenues.

Provides information to the public regarding recreational programs, activities, events, schedules, fees, procedures, forms, or other issues; responds to routine questions/complaints and initiates problem resolution.

Oversees and assists in supervising use of recreational facilities; enforces facility rules/regulations; provides information regarding programs and facilities; monitors conduct of program participants and responds to situations involving disruptive behavior or other problems; mediates conflicts/disputes; contacts law enforcement personnel when necessary.

Oversees certification of volunteer coaches.

Performs administrative functions; processes time sheets and invoices for payment; reviews/approves billing statements to charge officiation fees to user groups; prepares and/or reviews contracts for officials and scorekeepers; prepares promotional materials.

Prepares or completes various forms, reports, correspondence, purchase orders, uniform orders, schedules, promotional materials, budget documents, grant documents, performance evaluations, rules, policies, procedures, or other documents.

Receives various forms, reports, correspondence, schedules, registration forms, team rosters, billing for sports officials, budget reports, grant documents, time sheets, job applications, athletic field drawings, layouts, rulebooks, rules, regulations, policies, procedures, operational guides, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, sports programming, or other programs.

Maintains records of departmental activities.

Oversees inventory of department equipment, tools, parts, supplies, uniforms, or other materials; ensures availability of adequate materials to conduct work activities; approves or initiates orders for new/replacement materials.

Supervises and assists in preparing/maintaining soccer fields, baseball/softball fields, and football fields for use for individual games, leagues, and tournaments; drags ball fields; marks lines/boundaries on ball fields with chalk or paint; sets layouts for soccer fields, flag football fields, and baseball/softball fields; sets up pitching machine for use in baseball/softball activities.

Supervises and assists in performing semi-skilled/manual tasks associated with maintenance of athletic fields, buildings, or related facilities, which may include erecting or removing batting cages, repairing equipment, performing building repairs, assisting with construction of concession stands and dugouts, cleaning building siding, cleaning sidewalks, cleaning restrooms, cleaning office areas, or lifting/moving heavy materials.

Supervises and assists in performing various grounds maintenance tasks, which may include mowing grass, edging/trimming landscaped areas, trimming shrubbery, spreading seed, applying fertilizers, applying pesticides and herbicides, mulching grounds, sweeping/raking grounds, digging holes/trenches, shoveling/spreading materials, removing rocks from fields, or disposing of litter/trash from grounds.

Supervises and assists with operation of a variety of equipment, machinery and tools used in department projects and activities, which may include a pitching machine, sports paraphernalia, front end loader, backhoe, tractor, bush hog, mower, infield probe, gator, weed eater, leaf blower, pressure washer, skill saw, pick ax, shovel, rake, pitchfork, ladder, measuring devices, carpentry tools, mechanic tools, hand tools, or general office equipment.

Transports, loads, or unloads various equipment and materials associated with department activities.

Supervises and assists in performing general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking/replacing fluids, greasing equipment, replacing parts, washing or cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Communicates with county officials, employees, volunteers, community service workers, other departments, law enforcement personnel, other recreation departments/facilities, outside contractors, community organizations, schools, coaches, sports officials, program participants, parents, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable sports/game/field rules, guidelines, policies and procedures; maintains an awareness of new practices, procedures, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

## **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor Degree with course work emphasis in Recreation Program Administration; supplemented by three (3) years previous experience and/or training that includes progressively responsible recreation program administration, athletic league/program coordination, athletic field maintenance, budget administration, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Possession and maintenance of valid Georgia Recreation & Parks Association (GRPA) Certified Leisure Associate certification preferred. May require possession and maintenance of valid CPR/First Aid certification. Must possess and maintain a valid Georgia driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.