

THE CITY OF ST. CLAIRSVILLE

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Director – Parks & Recreation
Class Number:		Class Title:	Director – Parks & Recreation
Dept./Div.:	Parks & Recreation	Employment Status:	Full-time
Reports to:	Director of Public Service/Safety	FLSA Status; Pay:	Exempt
Normal Hours:		Civil Service Status:	Unclassified

GENERAL DESCRIPTION:

Performs professional and administrative work planning, organizing, and directing parks, parks development, and recreation programs. Performs short- and long-range planning including land use and property acquisition, park and trail development, funding through grants and partnerships, and management oversight of outside professional services.

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree from an accredited four-year college or university in parks and recreation management or related field; with 5 - 7 years of progressively responsible experience in parks and recreation management, including supervisory; land use and/or land conservation experience preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Certified Park and Recreation Professional required; Certified Playground Safety Inspector preferred; valid Ohio drivers license; ability to maintain insurability under the City's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Mobile phone, personal computer, computer software (e.g., Microsoft Office, etc.), standard business office equipment; various hand and power tools; motor vehicle; bucket truck; etc.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to: chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends stairs, ladders, or scaffolds; unclean or unsanitary conditions; possible injury as a result of working with moving mechanical parts of equipment or machines; possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to hot, cold, wet, humid, or windy weather conditions; may work irregular shifts; regularly required to lift, carry, push, or pull objects 50 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

25% (1) Carries out managerial responsibility in accordance with policies, procedures, and applicable laws, including: interviewing, hiring, and training staff; planning, assigning, and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing,

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

{10/7/2016 PDSCLCI 00180135.DOCX }

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and approving staff training; approving leave requests; and addressing complaints and resolving problems.

20% (2) Plans, coordinates, supervises, and inspects department projects and functions including land acquisition and development, special events such as holiday events, parades, festivals, and athletic events. Plans and implements short and medium range goals, objectives, and strategies for the department projects and programs to ensure efficient organization and completion of work. Plans long-range goals, objectives, organizational structure, and overall direction for the department.

15% (3) Interacts with a variety of individuals, departments, and groups, both internally and within the community, and the press to provide information, disseminate departmental information, and assist in resolving administrative issues.

15% (4) Develops annual budget, including: reviewing budget expenditures and requesting revisions to meet operational needs; reviewing budget requests and making decisions on organizing projects to remain within budget; and consulting with financial staff regarding budget matters. Prepares complex, routine and non-routine reports utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; develops charts and graphs; prints various reports; relays and interprets administrative decisions, policies, and instructions.

10% (5) Represents the department at various board and committee meetings and provides liaison with other departments on related activities. Responds to citizen complaints or inquiries on division activities or need for service.

10% (6) Assists in set-up, tear down, and clean-up efforts related to special events, rental activities, decorations, etc.

(7) Maintains required licensures and certification, if any.

(8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5% (10) Performs other related duties as assigned.

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MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: office practices and procedures; *City/department goals and objectives; *City/department policies and procedures; *workplace safety practices and procedures; *personnel rules and regulations; budgeting and accounting practices and procedures; maintenance practices and processes; local geographic area; first aid practices; public relations; records management; English grammar and spelling; supervisory principles and practices; employee training and development.

Skill in: computer operation; use of modern office equipment; motor vehicle operation; use of maintenance equipment; use of bench and/or power tools.

Ability to: interpret a variety of instructions in written, oral, or picture or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with problems involving several variables within a familiar context; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; understand technical manuals and/or verbal instructions; understand a variety of written and/or verbal communications; *maintain records according to established procedures; develop and maintain effective working relationships; travel to and gain access to work site; interview, train, and/or instruct others.

POSITIONS DIRECTLY SUPERVISED: Program Supervisor; Recreation Aide; Maintenance Worker; Office Manager.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

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