

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Assistant Director – Recreation Programs  
**DEPARTMENT:** Recreation  
**REPORTS TO:** Director of Recreation

**SALARY GRADE:** 22  
**FLSA STATUS:** E  
**DATE:** 03/2009

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Performs planning and management functions in the development and implementation of the City's Recreation Programs. Supervises staff in the implementation of Recreation Programs.

**ESSENTIAL JOB FUNCTIONS:**

Provides effective public relations through Department advertising, training, publications, personnel and programs.

Develops, defines and is responsible for the overall administration of all aspects of classes, leagues, special events, camps, tournaments and other activities offered throughout the department.

Assists with the development, presentation, implementation and management of the department's, and its individual program's, budgeting process. Responsible for the overall management of all self-supporting recreation revenue.

Responsible for the development, implementation and evaluation of all policies and procedures of all classes, programs, and activities through the recreation department.

Carries out supervisory/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 and approving staff training; approving leave requests; and addressing complaints and resolving problems.

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; relays and interprets administrative decisions, policies and instructions.

Represents the City on various boards and organizations on the local, regional and state levels. Represents the department at various board and committee meetings and provides liaison with other departments on related activities.

Researches available sources of income for the department through grants, sponsorships and in-kind services.

Performs tasks in support of the set-up, implementation, training and daily evaluation of the department's registration software program.

Develops and directs all facets of Special Events organized in the City.

**IMPORTANT JOB FUNCTIONS:**

Develops and implements City employee wellness program.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Motor Vehicle

Computer

General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor of Science degree from an accredited four-year college or university in Health Physical Education and Recreation, or a related field; and,

Five years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Administration of Medication Certification

Certified Parks and Recreation Professional Preferred

Community First Aid and Safety Preferred

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Recreation philosophy and current trends in recreation and parks.

Administration and management of human resources.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Community/civic resources.

Budget development policies and procedures.

**Skill in:**

Developing and implementing policies and procedures.

Training staff.

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Updating and processing mandatory state licensing of day camps.

**Mental and Physical Abilities:**

Ability to plan, organize and direct the activities of a large group of professional and paraprofessional recreation personnel engaged in a variety of settings.

Ability to research and submit applications for grants/sponsorships.

Ability to develop and manage policy and procedures for programs and staff.

Ability to develop and implement diverse special events and programs on a large scale.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or keyboard; speak and hear; lift and/or move up to 10 pounds.

**Working Conditions:**

Work is performed in an office and in the field exposing the employee to various outside atmospheric conditions.

The incumbent's working conditions are typically quiet to moderately loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.