

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Director of Recreation
DEPARTMENT: Recreation
REPORTS TO: City Manager

SALARY GRADE: 26
FLSA STATUS: E
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position oversees the operation and administration of the Recreation Department. This position provides direction and vision for the City's recreation and facilities to deliver the highest quality experience for a diverse community.

ESSENTIAL JOB FUNCTIONS:

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.

Provides overall direction, supervises and works directly on the implementation of all aspects of the department, ensuring that activities are completed consistent with City Council and City Manager goals, objectives, and directives.

Direct the development and implementation of marketing strategies and tools to promote various facilities and leisure opportunities available.

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.

Serves as the department representative on the City Safety Committee. Oversee and review safety matters related to the operations of the department, facilities, and vehicles including training, inspections, and accident reporting.

Conduct community surveys, feasibility studies, focus groups, project research related to specific capital projects. Make presentations to the City Council, staff, and other stakeholders to develop consensus and approval. Develop Request for Proposals, contracts, recommendations of various contractors and vendors, and oversee work.

Develop the department's annual budget, including accomplishments, objectives, facility program attendance, goals, and capital budget.

Direct the management of the building maintenance accounts and schedule work to be done by various vendors.

Direct and oversee the management and operation of diverse and specialized recreation and park facilities. Develop related policies and procedures and make recommendations.

IMPORTANT JOB FUNCTIONS:

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

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Personal Computer (PC)

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Recreation or a related field, Master's Degree desirable; and,

Five to ten years of progressively responsible related 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:

National and State Certified Park and Recreation Professional desirable

Parks and Playgrounds Maintenance Certification desirable

Facilities Maintenance Certification desirable

KNOWLEDGE, SKILLS, AND ABILITIES:

Diverse municipal recreation programs

Park and recreation facility maintenance

Various recreational facilities such as swimming, fitness centers, senior centers, recreation centers, theaters, and historic properties

Budget development policies and procedures.

Administration of staff and activities, either directly or through subordinate supervision.

All applicable state, federal and local ordinances, laws, rules and regulations, especially pertaining to planning, community development and historic preservation.

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.

Local, state and federal laws and current city ordinances.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

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

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

While performing the essential functions of this job the employee is frequently required to stand; sit; use hands to finger, handle, or feel; speak and hear; read and write; keyboard; and occasionally lift, carry, push or pull objects weighing up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbents working conditions are typically quiet.

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.