

City of Garland
Management Job Description

HR Use Only

Title	Recreation Director	Job Code	150860
Reports to	Managing Director of PRC Services	Range	D1
Department	PRCAD	FLSA	Exempt
Date	June 29, 2017	Job Family	Director

Summary

Responsible for directing the operations and business functions of the City's recreation, athletic/aquatic and senior citizen programs and facilities to ensure the community and its citizens are served effectively.

Number of Direct Reports (include titles): Recreation Services Manager, Aquatics/Athletics Services Manager, Senior Services Manager, and Special Events & Marketing Coordinator

Financial Budget Responsibility: Division Budget: \$4.1Million

Essential Duties and Responsibilities *include the following. Other duties may be assigned.*

- 1) Direct the recreation, athletic/aquatic and senior citizen operations and facilities.
- 2) Develop, coordinate and implement the objectives of the department including performance measures, service improvements and capital improvements.
- 3) Oversee the annual Recreation Division operating budget; analyze revenue projections and monitor department expenditures.
- 4) Research, coordinate and manage the implementation of new activities and programs developed at each facility.
- 5) Evaluate staff performance, assess training needs and develop improvements to workflow.
- 6) Develop pricing and operational policies to maximize public use of Department facilities and programs.
- 7) Oversee the development and the effectiveness of promotional advertising programs and marketing material distribution throughout the community.
- 8) Assist with city wide special events coordination
- 9) Collaborates with the design and development division on recreation facility plans

Minimum Qualifications

- ❖ Four-year college degree
- ❖ 7 years' experience in Parks and/or Recreation Administration or related practice
- ❖ 3 years of supervisory/management experience

Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Preferred Qualifications

Education/ Experience:

- ❖ Bachelors degree in Parks and Recreation Administration, Business Administration or a related field of study.
- ❖ 7-10 years experience in Parks and/or Recreation Administration
- ❖ 3-5 years of increasingly responsible experience in the management or coordination of a major recreational function

Knowledge, Skills & Abilities:

- ❖ Extensive knowledge of the principles of supervision, training and performance evaluation
- ❖ Extensive knowledge of procedures, methods and techniques regarding budget/revenue preparation and control

- ❖ Extensive knowledge of applicable federal, state, and local laws, codes and safety regulations regarding recreational administration
- ❖ Extensive knowledge of recreation philosophy, planning, and administration
- ❖ General understanding of reading facilities architectural blue print floor plans
- ❖ Skill in monitoring and evaluating program results and demonstrating outcomes both qualitatively and quantitatively
- ❖ Skill in Microsoft Office (including; Excel, Outlook, Word)
- ❖ Ability to present to City Council

Licenses and Certifications

- ❖ Valid Class C Texas driver's license
- ❖ City of Garland Defensive Driving Certification within 6 months of hire

Job Competencies

Models Organizational Values	Demonstrates concern for and readiness to serve external and internal customers in a manner that consistently exhibits the City of Garland's mission and values; projects the City's mission and values in interactions with employees, citizens, and in carrying out responsibilities. Takes responsibility for own and subordinates' performance by setting clear goals and expectations that align with the City's vision and values; tracks, develops, recognizes and rewards performance that reflects Garland values and commitment to service
Community/Organizational Relationships	Develops and maintains productive relationships with members of Garland community and within City of Garland. Seeks collaboration and attempts to gain community and/or organizational support for ideas, proposals, projects and programs. Looks for and seizes opportunities that promote the City's interest and takes calculated risks to achieve business goals; builds networks within Garland community to increase knowledge and visibility; proactive in determining possible solutions and programs that meet identified needs. Works collaboratively with City management to promote Garland vision and values
Managing People	Defines roles and responsibilities; sets team standards and objectives; delegates effectively; rewards performance and contribution appropriately; provides clarity about expectations and clear feedback about performance; deals firmly and appropriately with performance problems; coaches and counsels employees to maintain performance that meets or exceeds requirements; provides leadership and enhances others' commitment to do their work
Fiscal Management	Exhibits conscientiousness in managing City's finances; identifies long-term and short-term objectives and strategies and allocates resources according to priorities; develops and manages realistic budgets; determines best use of personnel and financial resources efficiently to accomplish tasks and projects; leverages a thorough knowledge of financial systems used within the City to fulfill responsibilities. Exhibits honesty and trustworthiness in overseeing resources to ensure City's financial interests are protected; Uses relevant facts, data, and analytical tools to draw accurate and meaningful conclusions
Strategic Focus/Visioning	Analyzes competitive position by considering market, economic, demographic and industry trends, organizational strengths and weaknesses in developing strategic business plans; creates and communicates long-term vision, balances short and long term goals, keeps own and team's work aligned with City's goals. Looks for and seizes profitable business opportunities and takes calculated risks to achieve business goals; communicates vision for City's continued operational success and efficiency to others and generates enthusiasm; incorporates vision when planning

Physical Requirements / Work Environment

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works in a typical office environment; relatively free from unpleasant environmental conditions or hazards.

Position Title: Recreation Director

Prepared by: Bea Sapene

Approved by: Jermel Stevenson

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Prepared date: June 29, 2017

Approved date: July 14, 2017

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.