

DEPARTMENT: PARK AND RECREATION

JOB TITLE: PARKS AND RECREATION DIRECTOR

IMMEDIATE SUPERVISOR: ASSISTANT MANAGER / PLANNING DIRECTOR

REVISION DATE: October 12, 2016

POSITION SUMMARY

This is professional work in the direction of the Parks and Recreation Department of the Township. The Director provides the overall administration and evaluation of a comprehensive park management program incorporating assigned park reservations, waterfront properties, outdoor recreation facilities, including concessions and special events. The Director plans, staffs and monitors for optimum efficiency and cost effective operations that enhance facilities and services to the public. The Director oversees operations pertaining to parks, open space, recreation, buildings, and structures to achieve professionally managed park reservations in keeping with the long-range master planning process. Work extends to include promoting and supporting varied recreation and athletic activities suited to the interest level of potential and actual patrons and coordinating the Township's recreation program with that of the Moon Area School District.

The Director serves as an ex-officio member of the Parks and Recreation Board. The employee functions with wide latitude under the administrative direction of the Township Manager and within the framework of policies established by the Board of Supervisors. The Director assumes executive responsibility for all the recreation, parks and conservation functions, and for the maintenance of a high level of recreation service. The employee is in a position to enlist the confidence and support of the citizenry in the Township by his/her ability to provide a wholesome recreation program for area patrons.

The work is subject to review through reports, conferences, observation of results, and appraisal of acceptance and popularity of programs.

Work is performed under the general supervision of the Township Manager.

Work is performed during regularly scheduled hours and may involve additional hours as needed. Attendance at evening meetings is required. The position is exempt under the Federal Fair Labor Standards Act.

PARKS AND RECREATION PROGRAM DIRECTOR

Page 2 of 6

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides leadership and works with department staff to develop and retain highly competent staff through training and day-to-day management practices.
2. Helps recruit and recommend for selection the employment of department personnel.
3. Manages Parks and Recreation personnel to include discipline, demotion, termination, performance monitoring and evaluation, coaching for performance improvement and development.
4. Maintains personnel records, such as work schedules and time off requests as well as all other appropriate personnel documentation within the confines of any and all union agreements and Township personnel policies.
5. Administers the rental and scheduling for all parks and recreation facilities (i.e. athletic fields, pavilions, Robin Hill Cultural Center, etc.).
6. Supervises and coordinates the organization and conduct of the community recreation program, including both those activities under active leadership and others which primarily require provision of space, facilities and general administrative service.
7. Organizes and supervises an efficient administration of the department's programs and maintains complete and accurate records of department activities, services and property.
8. Recommends Parks & Recreation Ordinances and Regulations and enforcement of same as necessary.
9. Prepares and issues regular and special reports for use by Township staff, Board of Supervisors and other community officials.
10. Establishes, reviews, and coordinates programs and procedures so that department services are maximized and delivered at a reasonable cost.
11. Plans and implements new recreation programs and special events.
12. Coordinates with other recreation programs in the Township including the School District and with independent athletic, environmental and conservation organizations in the Township.
13. Supervises or coordinates municipal efforts in the area of open space, urban conservation, and beautification.

PARKS AND RECREATION PROGRAM DIRECTOR

Page 3 of 6

14. Establishes and maintains cooperative planning and working relationships with other local community agencies--governmental, voluntary, and private, and with state, regional, and national agencies concerned with recreation, parks, conservation, and related fields.
15. Helps coordinate and supervise the acquisition, planning, and design of recreation, open space, and park facilities.
16. Helps prepare and recommend adoption of long-range and immediate plans, in cooperation with the Township Manager and/or the advice of the Parks & Recreation Board to meet Township needs for adequate recreation and open space facilities, programs and personnel.
17. Works in conjunction with the Township Facilities Manager to assure that all department facilities are kept in good repair.
18. Works in conjunction with the Township Engineer, Township Facilities Manager and/or private contractors on all buildings, grounds or facilities improvements and on any other capital improvement projects as directed by the Township Manager.
19. Responds to inquiries and complaints from the public related to Parks and Recreation facilities and programs.
20. Attends civic club meetings, churches, schools and other community organizations to explain activities and functions of the Parks & Recreation Department and to establish effective public relations.
21. Directs, controls and accounts for the expenditure of department programming funds in accordance with budget appropriations and supervises the keeping of complete financial records for the department programs.
22. Prepares and justifies budget estimates, work programs and supporting data concerning recreation and parks functions for submission to the Township Manager and Board of Supervisors.
23. Prepares short and long-term project and program recommendations for the annual and capital budgets.
24. Recommends establishment of necessary fees and charges for various department services and supervises their use.
25. Seeks assistance and potential aid from County and State agencies in the form of grants or aid for programs and activities.

PARKS AND RECREATION PROGRAM DIRECTOR

Page 4 of 6

26. Attends Board of Supervisors meetings, Parks & Recreation Board meetings, departmental staff meetings and other meetings as required.
27. Attends pertinent training and development programs.
28. Works long hours and/or Saturdays and Sundays as need arises, usually during the summer months.
29. Performs related work as required.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

1. Demonstrated applied knowledge of methods and techniques of park and recreation management required
2. Demonstrated managerial, supervisory and personnel experience required
3. Demonstrated management skills, including communication (verbal and written), visioning, problem solving, strategic planning, prioritizing, delegating and the ability to analyze diverse facts, and develop clear concise reports/recommendations
4. Demonstrated ability to lead professional and technical staff, building teamwork and recognizing staff contributions
5. Demonstrated ability to develop and maintain positive working relationships with Township staff, elected/appointed officials and the general public
6. Demonstrated multi-faceted professional with initiative who is an innovative, creative thinker
7. Demonstrated knowledge of governance, environment, culture, processes, procedures, and how decisions are made
8. Demonstrated clear understanding of the relationship between community and the environment
9. Advanced computer skills are preferred.
10. Must possess significant knowledge of general management, and supervisory principles and practices, and display sound judgment and leadership skills.
11. Must know how to safely operate job relevant equipment.
12. Thorough knowledge of Township programs, operations and general knowledge of facilities and equipment required.

PARKS AND RECREATION PROGRAM DIRECTOR

Page 5 of 6

13. Ability to communicate effectively, both verbally and in writing. Ability to perform basic math and analytical skills
14. Ability to research, plan, implement, problem solve, evaluate and report activities and programs. Attention to detail required.
15. Some knowledge of the principles and practices of first-aid.

EXPERIENCE AND TRAINING

1. Graduation from an accredited college or university with a Bachelor's degree in Parks and Recreation Administration, Master's degree preferred with three (3) years prior experience in a leadership position conducting recreation activities for a community recreation program. Certified Leisure Professional (CLP) encouraged.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office settings and outdoors. Routine outdoor work is required to traverse various recreation construction sites, and remote public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment, as well as a wide variety of mechanized equipment and tools.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker may be subject to adverse environmental conditions, to visit sites, operations or perform inventories and related tasks.

LICENSE, CERTIFICATES, and CLEARANCES:

1. Possession of a valid Pennsylvania driver's license during tenure of employment.
2. PA Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Criminal Background Check

SELECTION GUIDELINES:

1. Formal application, rating of education and experience; oral interviews and reference check.
2. Job related tests may be required.

ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:

The duties listed in the above job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Parks and Recreation Director Date

Immediate Supervisor Date

10/12/2016