



# City of Brunswick Job Description

<b>Job Title:</b>	Parks & Recreation Director	<b>FLSA:</b>	Exempt
<b>Department/Div:</b>	Parks & Recreation	<b>EEO-4 Code:</b>	
<b>Reports to:</b>	City Manager	<b>Date:</b>	12/28/2022
<b>Salary Range:</b>	\$67,622.59 - \$87,264.69		
<b>Supervises:</b>	Rec. Mgr, Parks Mgr., Adm. Secretary, Program Activities Instructor, Seasonal & PT Staff (as needed)		

## JOB SUMMARY

Under general direction of the City Manager, directs all program functions of the City Recreation Department. Plans, designs, organizes, staffs, and administers a comprehensive recreation program for the benefit of the community. Directs program activities including athletic functions, after school programs, programs for senior citizens, and special needs programs. Oversees the use, maintenance, and service of recreational facilities and certain green spaces within the City. Develops and conducts promotional and public relations activities encouraging citizen participation, attendance, and interest in recreational activities. Participates as a member of the organization's top management team supporting the overall goals and objectives of City government. Work is reviewed by results achieved. Performs other related duties as necessary to support the organization and meet the needs of the program participants.

## MAJOR DUTIES

1. Prepares short and long-term plans for a comprehensive recreation program for the community. Designs, organizes, staffs, and administers programs
2. Directs program activities including but not limited to athletic functions, after school programs, programs for senior citizens, and special need programs. Organizes and promotes special events.
3. Oversees the use, maintenance, and service of recreational facilities and certain green spaces within the City. Manages the food and drink concessions at municipal functions
4. Develops and conducts promotional and public relations activities encouraging citizen participation, attendance, and interest in recreational activities. Speaks to community groups. Develops, designs, and administers activities to encourage customer feedback. Evaluates effectiveness of programs and services and modifies services, as appropriate.
5. Develop budget to provide financial, physical, and human resources sufficient to support program activities and facilities. Regularly evaluates the adequacy and cost effectiveness of resources. Makes appropriate modifications. Reviews and approves all requests for materials and equipment.
6. Oversees the selection, training, and performance evaluation of regular full time, part time, and seasonal staff supporting community centers, playgrounds, swimming pools, parks, athletic facilities, and other recreation facilities and properties.
7. Participates as a member of the organization's top management team supporting the overall goals and objectives of City government. Communicates regularly with the City Manager to advise of the status of programs, events, facilities, and overall operations.
8. Performs other related duties as necessary.

## KNOWLEDGE REQUIRED BY THE POSITION

1. Broad-based knowledge of community recreation programs and services.
2. Ability to prepare short and long-term plans for a comprehensive recreation program for the community.
3. Ability to design, organize, staff, and direct the full range of activities to support programs and special events.
4. Ability to direct and manage the cost effectiveness of program activities including athletic functions, after-school programs, programs for senior citizens, and special needs programs. Ability to effectively direct the use, maintenance, and service of recreational facilities and properties.
5. Ability to plan for appropriate resources and to operate programs within budget.

6. Ability to design, administer, and effectively utilize citizen feedback instruments and activities.
7. Ability to evaluate effectiveness of programs and to make appropriate modifications.
8. Ability to manage work, to delegate responsibility, to train and guide staff, and to effectively evaluate performance.
9. Interpersonal communication skills sufficient to develop and maintain effective business, community, and organizational relationships. Ability to communicate effectively, orally and in writing. Ability to speak before a group.
10. Ability to work as a member of the management team and to promote the goals and objectives of the overall City government organization.

## **SUPERVISORY CONTROLS**

The City Manager's Office assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include city neighborhood and community development plans, city comprehensive plans, and department policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management and administrative duties. The diverse set of stakeholders involved contributes to the complexity of the position.
- The purpose of this position is to direct the city's economic development operations. Success in this position results in the efficiency and effectiveness of those operations.

## **CONTACTS**

- Contacts are typically with co-workers, other city employees, county staff, elected and appointed officials, business owners, property owners, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. Work may require the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has final responsibility and authority for the accomplishment of objectives, utilization of resources, and personnel administration decisions within a major area, department, or unit.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree preferred or equivalent combination of education, training, and experience. Five (5) years' work experience in planning, managing, and directing community recreational programs and services including supervisory experience. Demonstrated effective interpersonal communication and teamwork skills. Pre-employment drug screening and physical examination required. Motor Vehicle Records history and Criminal Background check required.