



VILLAGE OF WALTON HILLS

JOB DESCRIPTION

Position Title: Recreation & Community Life Director

Department: Recreation & Community Life

Position Reports To: Mayor/Safety Director

Approval Date: November xx, 2013

JOB SUMMARY

Plans, develops and administers a year-round community recreation, cultural, social and human service programs for residents of all ages and interests; plans, develops and promotes new programs; fosters cooperative working relationships with governmental and agencies and various public and private groups; and performs other administrative work as assigned by the Mayor.

CLASS CHARACTERISTICS

This is responsible administrative work involving the use of mature judgment and planning ability. The incumbent has a wide degree of authority in determining departmental program and activity offerings and is accountable for accomplishing departmental goals and objectives within general policy guidelines.

ESSENTIAL FUNCTIONS

- Develops and directs the implemental of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Selects, trains, motives and evaluates personnel; provides or coordinates staff training; evaluates employee performance; works with employees to correct deficiencies; implements disciplinary procedures when required.
- Determines community recreation and related program needs; develops programs and activities to meet these needs.
- Oversees the collection of and reconciliation of fees and charges for programs, activities and facility rentals.
- Supervises the maintenance of park and pavilion areas and all park equipment; inspects recreation facilities and property and recommends repair or replacement of same.
- Prepares brochures, flyers, and news releases along with general correspondence, reports, procedures and other written materials.

- Prepares department payroll and conducts employee evaluations.
- Researches, makes application for and administers grants and other funding sources.
- Assures the safety and well-being of program participants; handles citizen inquiries and complaints.
- Performs other administrative duties and special projects as assigned by the Mayor.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of principles, practices and procedures related to the development and implementation of a comprehensive recreation, cultural, athletic social and human services program for youth, teens, adults and seniors; park and playground equipment maintenance standards; administrative procedures and practices, including goal setting, program development, implementation, evaluation and supervision of staff; principles and practices of budget development, administration and accountability; and techniques for effectively representing the Village in contacts with community groups, various business, professional and governmental organization and dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.

Skill in planning, organizing, administering, coordinating, reviewing and evaluating comprehensive recreation, cultural, athletic, social and human services programs for various members of the community; selecting, training, motivating and evaluating the work of staff members; developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department; making effective public presentations; and using tact, initiative, prudence and independent judgment within general policy and legal guidelines.

Ability to communicate effectively orally and in writing; to tell when something is wrong or is likely to go wrong, recognizing there is a problem; to apply general rules to specific problems to produce answers that make sense; operate a motor vehicle; and to work holidays, evenings and weekends as required.

EDUCATION AND EXPERIENCE

- Five (5) years of progressively responsible experience in parks and recreation programs.
- Bachelor's Degree, from an accredited university, in recreation, education, physical education, or a related field or an equivalent combination of education, training, and experience; exceptional interpersonal skills;
- Excellent written and verbal communication skills; excellent organizational skills, or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Incumbent is required to obtain and retain a valid State of Ohio Driver's License, maintain a safe driving record, and is subject to random drug and alcohol testing.
- Must possess or obtain first aid and CPR certificates.
- Selected applicants may be subject to and must pass a physical, drug test, and background check.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, feel objects and operate tools or machines, and to reach with hands and arms. The incumbent is frequently required to sit, stand, stop, bend, kneel, talk and hear. The incumbent is frequently required to walk, including climbing stairs, and to operate motor vehicles. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move objects weighing up to ten (10) pounds.

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 ENVIRONMENT

Work is generally performed in an office or conference hall setting, or other environmentally controlled room and work occasionally exposes incumbent to angry or otherwise upset individuals. The incumbent occasionally works in outside weather conditions and can be exposed to wet and/or humid conditions and toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field. Occasional travel to/from meetings and various local destinations is required.

MISCELLANEOUS

This job description lists the major duties and requirements of the job and is not all-inclusive. It does not constitute an employment agreement between the Village of Walton Hills and the employee or prospective employee. It is subject to change solely by the Village of Walton Hills as the needs and requirements of the job change.