

City of Cordova Position Job Description

Parks and Recreation Director

DEPARTMENT: PARKS AND RECREATION

SUPERVISOR: CITY MANAGER

CLASSIFICATION: FULL TIME, OVERTIME EXEMPT, SALARIED AND CONFIDENTIAL

HOURS: CAN VARY, WITH MON-FRI OFFICE HOURS, 0800-1700

SUMMARY

The Parks and Recreation Director is a supervisory management position that plans, organizes, manages, and participates in providing programs of recreation activities for the community under the policy guidance and supervision of the City Manager as outlined in the Cordova City Code of Ordinances Chapter 4. The Director integrates recreation services such as, but not limited to, a city swimming facility, a gymnasium and workout facility, sports programs, interest-based recreation programs, classes, and volunteer-led community programs while overseeing the work of a team of year-round, seasonal, and volunteer personnel.

GENERAL STATEMENT OF DUTIES

Performs complex professional and administrative tasks in developing, coordinating, implementing, and managing diversified, year-round, city-wide recreational programming. Manages and oversees all matters relating to the administration and operation of the Bidarki Recreation Center, the Bob Korn Memorial Pool, and city-owned public use property.

Responsible for the safe and efficient operation of the department and facilities in a manner that maximizes cost-effectiveness, productivity, and service to the public.

Provides planning and budgetary information to the City Council through the City Manager for the department's capital and major maintenance projects.

Facilitates and supports the activities of the City's Parks and Recreation Commission.

Responsible for direct supervision of two year-round full-time positions: Equipment Operator/Laborer Maintenance II and Laborer Maintenance I; up to 8 temporary recreation aides and 3 lifeguards (varies seasonally).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides administrative oversight for all projects and activities within the Parks and Recreation Department; provides effective leadership and direction for all departmental functions.
- Develops, implements and administers departmental budget and annual fee schedule; identifies staffing levels and equipment/resources needed to effectively provide parks and recreation services to the citizens of Cordova; reviews and authorizes material and equipment orders; approves departmental expenditures within budget limits; participates in the development, administration, and renewals of grants, leases and contracts related to the department.
- Determines short- and long-range plans and priorities for the department; reviews program areas; identifies, collects, and analyzes program metrics; implements changes or new programs to meet recreational needs of the community; makes recommendations for capital improvement projects.
- Develops departmental policies and procedures; provides policy information and assistance to staff.
- Conducts performance evaluations for direct reports; initiates and administers personnel and disciplinary actions within HR guidance and recommendations; resolves workplace disputes.
- Develops, implements and evaluates training and safety programs; maintains programs to manage safety, certifications, and proficiency of departmental staff.
- Maintains productive working relationships within the department, with City staff, elected and appointed City officials, and the community at-large.
- Oversees volunteer-led programs and volunteers; coordinates joint activities and programs.
- Prepares status reports and recommendations to the City Manager and Parks and Recreation Commission; advises the Manager, Council and public on matters related to parks and recreation issues; promotes Parks and Recreation programs and facilities to the public.
- Performs facility assessments and participates on-site with capital project contractors.
- Meets regularly with City Manager and other department directors to ensure coordination and conformance with City policies, procedures, and ordinances; coordinates with Finance Director on fiscal matters relating to the department and capital projects.
- Represents the department at Council meetings, management team meetings, and other community meetings to discuss department functions.
- Arranges, supports, and records regular meeting of the Council-appointed Parks and Recreation Commission; works closely with Commissioners on program and policy development.
- Supports the City Incident Command as Resource Unit Leader and Shelter Manager.
- Promotes customer-friendly environment within the Department.

MINIMUM QUALIFICATIONS

- A. Five (5) years' progressively responsible experience in parks and recreation programs.
- B. Three (3) years of supervisory-level experience.
- C. Valid State of Alaska driver's license, or the ability to obtain one within 30 days of hire.

PREFERRED QUALIFICATIONS

- A. Bachelor's degree in recreation administration or related field.
- B. Certification as Park and Recreation professional.
- C. American Red Cross First Aid Certification

- D. American Red Cross Cardiopulmonary Resuscitation (CPR)

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Comprehensive professional knowledge of the principles and practices of modern parks and recreation programs and equipment and facilities required for such programs.
- B. Thorough knowledge of state and federal recreation program regulations.
- C. In-depth knowledge of community recreation trends, needs and resources.
- D. Working knowledge of the principles of budgeting, fiscal control, program planning and development and strategic planning.
- E. Working knowledge of the principles and practices of employee supervision, including mentorship, employee development, performance evaluations, and progressive discipline.
- F. Knowledge of safety requirements applicable to operating recreational facilities and participant activity.
- G. Excellent interpersonal, problem-solving, and verbal and written communication skills.
- H. Demonstrated skill in evaluating departmental functions, operations, and programs to determine if they meet user and City needs.
- I. Skill in establishing and maintaining productive working relationships; skill in planning, organizing and directing the activities of departmental services.
- J. Skill in monitoring risk, responding to and mitigating risk factors, and implementing risk management best practices.
- K. Ability to prioritize work objectives with limited funding and resources.
- L. Ability to understand and follow written/oral policies, procedures and instructions.
- M. Ability to coordinate, analyze, and utilize a variety of reports and records.
- N. Ability to use logic and creative thought processes to develop solutions.
- O. Ability to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines.
- P. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- Q. Demonstrated integrity, accountability, self-direction, decisiveness and flexibility.

REQUIRED TECHNICAL SKILLS

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position is subject to a background check (criminal history, verification of education and employment history).

All required licenses/certifications must remain current for the duration of employment.

WORKING CONDITIONS

Non-traditional work hours are necessary; must have the ability to work evenings and weekends. Hours may vary depending on program scheduling. Some work may be performed outdoors, sometimes in inclement weather conditions. Attendance at regular and special City Council meetings may be required. Some travel may be required.

PHYSICAL DEMANDS OF POSITION

Capable of frequently bending, twisting, and kneeling. Able to lift and carry items weighing up to fifty (50) pounds. Capable of sitting for extended periods of time. Ability to move between physical locations as required for site visits and in-person meetings throughout the community. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with groups, staff, and customers. Sufficient vision, with or without reasonable accommodation, which permits observation of facilities and written documents.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description outlines the general requirements and duties of an executive level position with the City of Cordova, which is an at-will position. This 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 requirements of the job change.