

POSITION TITLE: DIRECTOR, PARKS & RECREATION

DEPARTMENT: PARKS & RECREATION

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Municipal Administrator

POSITION REPORTS TO

DIRECT: 11

INDIRECT: Varies

DIRECT REPORTS BY TITLE:

Recreation Coordinator; Maintenance Coordinator; Administrative Secretary; Recreation Administrative Assistant; Natural Resources Coordinator; Seasonal Concession Managers or Contractors

POSITION FUNCTION

This position is responsible for planning and providing for the leisure interests and needs of the citizens and workers of Bowling Green.

JOB RESPONSIBILITIES

- Designs and plans park areas and facilities
- Promotes parks and recreation activities
- Develops long and short range plans for facility and program development
- Plans and maintains the department budget
- Spends time in parks responding to staff or user problems
- Speaks publicly to encourage community involvement
- Plans, purchases supplies, stocks, supervises concessions operations
- Interviews and recommends hiring of new personnel
- Trains employees
- Works with Department staff on project planning and work scheduling
- Works with other department directors and division superintendents on projects involving park properties
- Evaluates, Disciplines and requests promotion for Department staff
- Attends City Council, Executive Staff and other meetings
- Serves as staff liaison and Secretary for the BG Parks and Recreation Foundation
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job mainly requires incumbent to sit, talk/hear and occasionally lift up to 25 pounds.

REQUIRED SKILL SETS

Occupational/Technical Skills

- Ability to apply skills in park, aquatic facility, and sport facility planning and design
- Knowledge of operation and maintenance of recreation and sport programs/facilities
- Knowledge of Federal and State safety and health codes and requirements
- Ability to use spreadsheet, database, word processing and selected job-specific software
- Must maintain a valid Ohio Driver's License and have the ability to drive

Administrative Skills

- Ability to analyze and resolve situations and problems
- Ability to plan, organize, assign and direct work of staff
- Ability to properly assign responsibilities to meet objectives
- Ability to adequately allocate resources to meet objectives
- Ability to handle multiple priorities and projects
- Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Cognitive Skills

- Ability to interpret a variety of technical information with abstract and/or concrete variables
- Ability to interpret professional periodicals and journals, technical procedures, and government regulations
- Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference
- Ability to draw accurate conclusions from financial and numerical material
- Ability to apply financial principles and numerical techniques to management problems
- Knowledge of basic budgetary principles and practices

Ability to encourage the creativity of subordinates

Communications Skills

- Ability to let people know of decisions, changes, and other relevant information in a timely fashion
- Ability to speak effectively one-to-one
- Ability to speak effectively before groups and to respond to questions
- Ability to deliver effective presentations
- Ability to demonstrate attention to and convey understanding of the comments or questions of others
- Ability to prepare analyses, policies and/or budgets

Interpersonal Skills

- Ability to deal courteously and diplomatically with the general public
- Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors
- Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions

Leadership Skills

- Knowledge of administration and supervision of staff and activities
- Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals
- Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently
- Ability to monitor progress and exercise control
- Ability to select and evaluate employees
- Ability to instruct and train staff
- Ability to provide performance feedback
- Ability to facilitate professional growth

DESCRIPTION OF WORKING CONDITIONS

Work is performed both indoors and outdoors, and includes moderate contact with City citizens and the general public, deadlines under pressure and night and/or weekend meetings.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Four-year college degree (Education beyond undergraduate degree preferred); License as a Certified Park and Recreation Professional and Pool Operator certifications; five to seven years relevant experience; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.