



Job Description

Recreation Director

Job Class Code:	Range: 43–53 (Salaried \$21.01 - \$27.30)
Department: Parks & Recreation	Department Head: Bruce Ward

DISTINGUISHING FEATURE OF THE CLASS:

The fundamental reason this classification exists is to performing supervisory and administrative duties in developing and coordinating recreation programs for the city. This class works under the general guidance and direction of the Mayor and Council.

ESSENTIAL FUNCTIONS:

- Supervisory and administrative duties in developing and coordinating all recreation programs for the city.
- Develop a sportsmanship environment at all times.
- Act as resource person for all recreation programs. Must work well with the public and be the liaison for the city and recreation boards.
- Schedules facilities for all recreation programs.
- Organizes registration dates, prepares schedules for team, leagues, classes and programs.
- Arranges clinics and training sessions for coaches, referees and youth.
- Coordinates activities with community school, plans and develops new recreation programs as needed, attends recreation meetings, and recruit volunteers as needed.
- In charge of grooming and maintenance of all recreation complexes, making sure all properties are safe, kept clean and are in full operation (These duties include restrooms, equipment room, snack shack, mowing of lawns, purchasing and inventory of all equipments, stripe and line fields, repair complexes and equipment as needed and maintain recreation office).
- Abide by all city Standard Operating Procedures.

- Prepares a recreation budget, determines program costs and revenues, and purchases all recreation equipment and materials. Meets with the Finance Director monthly for a recreation audit.
- Establish and maintain a friendly, cordial relationship with the public.
- Establishes a good working relationship with other cities, groups and employees to make and maintain a “resourceful” recreation program.
- Maintain a volunteer program in helping with activities, maintenance and development of the entire recreation program.
- Responsible for record keeping and all recreation funds. Turn all funds in daily as collected to the Salem City Treasurer along with a copy of all related paper work.
- Meets with and reports to the Mayor and Councilperson over recreation monthly or as requested.
- In charge of recruiting and training coaches, referees, umpires, and all other recreation personnel, paid or volunteer.
- Develop and approves new programs and schedules for the youth and adults.
- Must attend Department Head Meeting once each month.
- Must attend City Council Meeting periodically.
- Prepare a program and activities report. Turn reports into the Salem City Council, Mayor and Recreation Board quarterly.
- Maintain effective and reliable purchase order and pay-out reports.

NON-ESSENTIAL FUNCTIONS:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- A working knowledge of effective program management methods and procedures; considerable knowledge of a variety of recreational and sports programs and their rules and regulations.

Skills:

- Must have basic computer skills, excellent public relation skills and time management skills.

Ability:

- Ability to create and organize recreation and sports programs and be able to follow

written and verbal instructions as well as the ability to communicate effectively both verbally and in writing.

- Ability to establish and maintain effective working relationships with other employees and agencies
- Ability to direct work of others whether paid or volunteer.
- Ability to develop and maintain a friendly, cordial relationship with the public.
- Ability to accept criticism from the public, deserved or undeserved.

Special Qualifications:

- None.

Additional Requirements:

- Salem City has the right to do random drug testing. Employee will comply with all Federal, State and City Regulations.

ACCEPTABLE EXPERIENCE AND TRAINING:

Graduation from college with a major in recreation or physical education or a related field and three years of professional recreational experience; or an equivalent combination of education and experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position.