Position Title: Recreation Director – City of Portsmouth

STATEMENT OF DUTIES

Position is responsible for department level management of the City's Recreation Department, directing, administering and managing the City's recreation programs and facilities. Work includes assessing the needs of the community and developing and implementing programs to meet those needs; supervising employees; assessing department services to determine effectiveness; supervising staff; developing and administering department budget, goals, policies and procedures. This position requires excellent leadership ability, great communication, effective decision making and strategic thinking skills, and the ability to effect change and provide direction in program planning, development and implementation.

SUPERVISION

The Director works under the administrative direction of the City Manager, and in accordance with municipal policies, laws, regulations and objectives. The Director establishes short-range plans and objectives, performance standards and assumes direct accountability for department results. Director consults with supervisor where clarification, interpretation, or exception to municipal policy may be required. The Director develops division policies, goals, objectives and budgets. The Director works to resolve all conflicts which arise within the Department and coordinate with others as necessary.

The Director provides direct supervision to five (5) full-time employees and overall supervision of sixty (60) part-time and fifty-five (55) seasonal employees. The Director is responsible for the evaluation of employees and recommends hiring, termination and discipline of employees to the City Manager and Human Resources Director. Staff members are located at various recreational facilities. Workload fluctuates with some predictability throughout the year, due to the change of seasons, school vacations, and various programs. The Director is required to work outside of normal business hours, on weekends, at night and/or on holidays as programs dictate.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to, or extension of, the position.

1. Oversees planning, organization, coordination and supervision of community recreation programs, youth service programs, and facility-based programs for year round use for children and adults which is culturally, socially, mentally and physically based.
2. Manages and supervises the staff and facilities to achieve programmatic and financial goals with available resources; develops and implements operating and capital budgets that work within the framework of a General Fund budget and Special Revenue budget.
3. Develops long range planning related to recreation programs and facility needs.
4. Oversees the acquisition, planning, design, and construction of new facilities, parks, and playgrounds. Works in cooperation with other City departments regarding planning, construction and maintenance of recreational facilities.

5. Hires, trains, directs and supervises staff of full-time, part time, work-study students and volunteers to deliver a multitude of services throughout the city. Organizes training seminars and schedules to coordinate staff. Develops organizational structure to meet department goals.
6. Responsible for all administrative, technical and non-technical operations in the department. Maintains confidentiality of all privileged information.
7. Develops yearly as well as long-term budget estimates; administers department budget; calculates program fees. Develops strategies for program financing, through budget appropriations, donation and other funding sources. Develops strategies to preserve financial solvency of the pool special revenue fund.
8. Performs public relations activities by representing the department at various community functions and meetings; keeps community advised of departmental services. Oversees department marketing working with local media and; responds to citizen complaints, suggestions and concerns.
9. Develops specification for vendor services; oversees contracts with service vendors and monitors vendor performance. Oversees the preparation of payroll and accounts payable for the department; ensures that the systems and records of expenditures and receipts is functioning properly and efficiently.
10. Meets daily with internal and external agencies to coordinate and detail upcoming events, including leagues, tournaments, activities, and other recreational issues. Oversees the coordination and schedule of all indoor and outdoor recreational and athletic facilities.
11. Assesses the needs of City residents and trends in the field of recreation to determine if department services are adequate; revises and/or improves facilities and programs as needed to meet determined needs.
12. Performs other duties as assigned by the City Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

A candidate for this position should have a thorough knowledge of the principles and practices of the recreation industry, its mission, program alternatives, their benefits and requirements; strong customer service, marketing and business administrative skills; working knowledge of the use and maintenance of recreation facilities, equipment, materials, tools and office equipment; and strong verbal, written, listening, and motivational skills.

JOB ENVIRONMENT

Position responsibilities require the use of extensive judgment and ingenuity to perform supervisory and administrative responsibilities within administrative and organizational policies and guidelines. The Director is required to develop new or adapt existing methods and approaches for accomplishing objectives, or to deal with new or unusual requirements within the limits of the guidelines or policies. The Director is recognized as the department's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies. The work consists of employing many different concepts, theories, principles, techniques and practices relating to the recreation field.
Work involves studying trends in the field; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria. Position has access to confidential information such as personnel records and bid documents.

Errors can result in personal injury/loss, delay or loss of service, monetary loss, injury to others, damage to building, equipment, and legal repercussions. Programs need to be administered and supervised properly and equipment must be well maintained to avoid problems.

The Director has frequent contact with other City Departments, local organizations, and the public on the telephone, in person, at meetings and programs. The purpose of contacts is to provide information and assistance regarding the services of the Recreation Department. Contacts are usually made in person, in writing, on the telephone, or via e-mail.

ENVIRONMENT, WORKING CONDITIONS, PHYSICAL AND MENTAL EFFORT

The Director works in moderately noisy recreation facilities, and is required to stand, talk, listen/hear, walk, sit, use hands, stoop, kneel, run, crouch or crawl, taste or smell and reach with arms and hands up to 1/3rd of the time. The Director seldom lifts up to 60 pounds. The Director is exposed to outdoor weather conditions, fumes and airborne particles, and up to 1/3rd of the time. Equipment operated includes an automobile, office machines, and computers.

MINIMUM REQUIRED QUALIFICATIONS

A candidate for this position must have a Bachelor's Degree in Recreation, Public Administration or related field, with a Master's degree preferred, and five (5) years of recreation administration and management experience, plus a thorough knowledge of the principles and practices of the recreation industry. Five years of working in a highly responsible supervisory capacity. Must have a valid motor vehicle operator's license and the ability to be bonded by an insurance carrier required. Certifications required for this position are: C.L.P. (Certified Leisure Professional), C.P.O. (Certified Pool Operator), First Aid, CPR, N.Y.S.C.A. (National Youth Sports, Coaches Association). These certifications may obtained within six months of date of hire.

(The above descriptions are illustrative. They are intended as guides for personnel actions and are not complete itemizations of all facets of any job.)