ASSISTANT PARKS AND RECREATION DIRECTOR

Revised: 4/5/2016
FLSA Status: E

BRIEF DESCRIPTION OF THE JOB:

Assist the Parks and Recreation Director in planning, organizing and coordinating all programs, functions and activities of the Parks Department and work to ensure the delivery of quality services to the community. May be assigned to directly oversee and manage specific divisions of the department. Assist the Director by providing leadership on an organization-wide and community basis to ensure that public services are provided in alignment with the County's strategic goals and objectives. Responsible for administrative and operational functions as well as specific projects as assigned by the Director. Work is performed under the general supervision of the Director of Parks and Recreation.

ESSENTIAL FUNCTIONS:

Assist the Director in planning, implementing, directing and managing all functions and resources of the department to achieve the strategic objectives of the department and the County in an efficient and effective manner. Serve as the Acting Director in the Director's absence by attending meetings, making decisions and providing department leadership. Assist in ensuring that department’s operations conform to local, state and federal governmental regulations, worker safety and other applicable rules and requirements.

Manages departmental programs, services and personnel as assigned by the Department Director. Plans, researches and develops policy and procedures that support all operations of the Department. Serves in lead for CAPRA Accreditation process. Assist in preparing the annual budget for the department and develops tracking systems and account analysis to ensure expenditures are made according to guidelines. Administers, tracks and monitors contracts and agreements. Responsible for oversight of the department’s online recreation management software program. Represents the Department at local and regional meetings as assigned, and makes decisions and commitments within scope of authority. Develops, implements, monitors and evaluates department wide training plan for staff and make recommendations for changes as needed.

Develop strategic partnerships and contacts with community representatives, external agencies and other organizations to develop a sense of relevant issues facing our community and to respond as a representative of the County. Assist in the planning, coordination and management of all Parks Department activities including developing and implementing a balanced Parks and Recreation program to provide for the needs of the community. Perform customer service functions in a pro-active manner and in response to resident concerns and suggestions in a courteous, professional and customer friendly manner.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of Parks and Recreation department operations; general knowledge of basic accounting principles, general knowledge of marketing principles; thorough knowledge of various youth programs and activities; must have basic knowledge and skills of computer database development and management; thorough knowledge of the principles and practices of recreation planning, programming and operations; ability to establish program goals and objectives; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with participants, associates and the general public; ability to effectively develop short term and long term plans.

EDUCATION AND EXPERIENCE:

The position requires a bachelor’s degree in parks and recreation management, sports management, physical education or related field (Master’s degree preferred) as well as at least seven years of
progressively responsible experience within a local government work environment, including experience as an assistant director or division manager, or any equivalent combination of education and experience. The position also requires possession of or ability to obtain within six months, a Certified Parks and Recreation Professional certificate. Proficiency with Microsoft Office software applications is required.

**SPECIAL REQUIREMENTS:**

The position requires possession of a valid driver’s license, with the ability to obtain a state of South Carolina driver’s license within 3 months of hire. The successful applicant must be able to successfully complete pre-employment screening processes, including passage of a drug screen and criminal background check.