

# CITY OF SENECA

## RECREATION DIRECTOR

### JOB DESCRIPTION

Supervised by the City Administrator, the Recreation Director is a non-exempt position under FLSA. The Recreation Director performs administrative, supervisory, and professional work in the planning, development, and operation of a comprehensive public recreation program for the community.

**Reports to:**

City Administrator

**Qualifications / Educational Requirements:**

Bachelors Degree in recreation administration, physical education, or a closely related field and two (2) years of experience in supervising recreation programs, or any equivalent combination of education and experience. A valid Kansas Driver's License is required.

**EXAMPLE OF DUTIES:**

- Plans and manages a comprehensive citywide recreation program including athletic leagues, instructional programs, day camps, and special events for youth and adults in the community.
- Trains, supervises, and evaluates work performance of full-time and seasonal personnel; makes recommendations to the City Administrator for hiring and termination; prepares schedules and assignments for recreational personnel.
- Coordinates appropriate referee/umpire officials for activities and approves, by signature, claims submitted by officials for payment of services rendered.
- Acts as manager of the Seneca Aquatic Center, managing staff and day-to-day operations.
- Provides risk management practices; ensures all safety rules, regulations, and procedures are followed; makes sure that employees are trained in safety procedures.
- Operates department within City's annual budget for recreation program functions. Purchases supplies and operating inventory for recreation program. Develops alternative funding sources for programs and improvements.
- Performs public relations duties; responds to complaints; handles rule enforcement.
- Prepares and distributes marketing materials and bulletins or other publicity on recreation activities; prepares news releases; identify and meet the recreational needs of diverse community groups; enthusiastically encourage involvement in community recreation programs.
- Attends council meetings, committee meetings, and community recreation-related meetings as necessary; arrange said meetings when appropriate.
- Works with local civic organizations on fundraising projects and events.
- Coordinates facilities and programs with city staff and other entities and organizations; responsible for preparation of facilities, fields, and grounds for activities and events; serves as a technical advisor to community organizations and recreation staff.
- Coordinates and monitors contracts and insurance agreements for recreation programs.
- Performs short and long range planning for a comprehensive citywide recreation program; propose long range capital improvement and development of facilities, equipment, and programs.
- Performs related duties as assigned.

**Necessary Knowledge, Skills, and Abilities:**

- Working knowledge of recreation programs and their management; working knowledge of the rules of a variety of sports; working knowledge of modern office and bookkeeping procedures.
- Skill in operating a variety of office equipment, PC experience necessary.
- Ability to participate in active sports and recreation activities; ability to organize and direct programs; ability to work evening shifts; ability to work weekends; ability to establish and maintain effective working relationships with employees, other organizations, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

**Hours of work:**

This position is not a traditional day shift and requires individual in this position work evening and weekend shifts as necessary. Work schedule may vary by season. Employee's schedule must be flexible. Employee may be required to submit to the City Administrator for approval, a weekly schedule prior to the beginning of each workweek.

**Tools & Equipment Used:**

Personal computer and Microsoft Office software; calculator; copy, fax, and scan machine; telephone; portable radio; automobile; chalking & painting equipment; grounds maintenance equipment, including but not limited to, mowers and seeders.

**Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk, and hear. The employee is occasionally required to use hands and fingers to handle, feel, or operate objects, tools, or controls; reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and frequently in outdoor weather conditions. The employee may be exposed to wet and/or humid conditions, fumes, or toxic chemicals.
- The noise level in the work environment is usually quiet while in the office or moderately noisy when working outdoors.

