

**CITY OF BELLE GLADE  
CLASS DESCRIPTION  
2000**

**CLASS TITLE: DIRECTOR OF PARKS & RECREATION**

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff and oversee maintenance and operation of City recreational facilities. The class is responsible for staff supervision, planning, policy and procedures, maintenance, recreational activities, assisting the public, budgets, and administration within the Marina, Municipal Golf Course and Recreation Divisions. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**ESSENTIAL TASKS**

The tasks listed below represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Research community recreational programs and models and assesses community needs to make recommendations to elected or appointed officials concerning new or improved recreational programs.

Assists with developing policy and procedures for facility operation; inspects and evaluates operation to ensure compliance.

Conducts public information program to publicize community recreational programs; serves as staff development coordinator; interviews, selects, trains, counsels, and evaluates volunteers and staff; actively recruits program personnel and volunteers.

Oversees maintenance of recreational facilities, buildings, grounds, and equipment.

Plans, organizes, coordinates and directs activities within assigned or approved community recreational programs, coordinates with staff agencies, and public or private activities on matters of mutual interest.

Monitors, enforces, and ensures compliance with all federal, state, and local laws, rules, policies, and procedures.

Gathers information on program activities; evaluates programs for effectiveness and adequacy; recommends facility or operation improvements as required.

Directs administrative activities such as correspondence, records, and budgets; authorizes expenditures and generates fiscal forms and reports.

Attends or conducts staff meetings to exchange information; attends and schedules others to attend in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.

Performs other related duties as assigned.

## **DIRECTOR OF PARKS & RECREATION**

### **INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

**DATA INVOLVEMENT:** Data are information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

**PEOPLE INVOLVEMENT:** People include coworkers, workers in other areas or agencies and the general public.

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

**INVOLVEMENT WITH THINGS:** Things are inanimate objects such as substances, materials, machines, tools, equipment, work aids, and products. A thing is tangible and has shape, form, and other physical characteristics.

Establishes or implements policy for the acquisition, installation, operation, maintenance and repair of facilities, machinery, equipment, or systems; establishes specifications for the acquisition of equipment; establishes budgets for facility repairs or new construction.

### **COGNITIVE REQUIREMENTS**

**REASONING REQUIREMENTS:** Reasoning requires consideration of factors and variables to derive solutions to problems.

Performs supervisory work involving policy and guidelines, solving both people and work-related problems.

**MATHEMATICAL REQUIREMENTS:** Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

**LANGUAGE REQUIREMENTS:** Language involves the ability to read, write, and speak.

Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.

**MENTAL REQUIREMENTS:** Mental ability involves analysis, initiative, ingenuity, creativity, and concentration required by the job and the presence of any unusual pressures present in the job.

Performs professional level work requiring the application of managerial methods in the solution of operational problems; applies extensive understanding of operating policies and procedures to solve problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

## **DIRECTOR OF PARKS & RECREATION**

### **VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

**VOCATIONAL/EDUCATIONAL PREPARATION:** Vocational/Educational preparation includes job specific training and education required for entry into this job. Training and education may be acquired in a school, work, military, institutional or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job, nor does it include the amount of time that a worker spends to learn reasoning, language, and mathematical skills, which are often learned in school.

Requires Liberal Arts Bachelor's degree or education and training equivalent to four years of college education in recreation and leisure activities, business management, or a closely related field.

**SPECIAL CERTIFICATIONS AND LICENSES:** Special Certifications and Licenses refers to state, federal, or professional certifications or licenses required to enter or maintain the job.

None

**EXPERIENCE REQUIREMENTS:** Experience refers to the amount of work experience that is required for entry level into the position that would result in a reasonable expectation that the employee can perform the job. It may be experience that can be gained on the job or experience in a previous job.

Requires over two years and up to and including four years.

### **AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

**PHYSICAL AND DEXTERITY REQUIREMENTS:** Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

Requires light to medium work that involves walking or standing some of the time, exerting up to 20 pounds of force on a recurring basis, and some skill and adeptness in the use of fingers, hands and limbs in tasks involving close tolerances or limits of accuracy.

**ENVIRONMENTAL HAZARDS:** Environmental hazards refers to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job risks exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, vibration, fumes and/or noxious odors, traffic, moving machinery, disease/pathogens, and toxic/caustic chemicals.

**SENSORY REQUIREMENTS:** Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

## **DIRECTOR OF PARKS & RECREATION**

### **JUDGMENTS AND DECISIONS**

**JUDGMENTS AND DECISIONS:** Judgments and decisions refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

### **ADA COMPLIANCE**

The City of Belle Glade is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodation.