

Facilities and Recreation Director

Description:

This position will serve under the direction of the Public Works Superintendent and will be responsible for providing managerial leadership, administrative and financial direction, as well as directing the planning, development and operation of recreation, leisure services programs and facilities.

Duties:

- . Responsible for the vision of facilities, recreation programs, and cultural programs.**
- . Provides leadership and direction of short- and long-range plans. Coordinates department activities with other departments and agencies as needed.**
- . Plans, coordinates, and directs a diversified year round, city wide recreation program for both youth and adults.**
- . Coordinates the recreation programs with city departments, school, and other various community-based organizations.**
- . Develops and implements policies, procedures, and standards for effective operation and maintenance of departments operations. Assures compliance with all policies and procedures.**
- . Promotes interest in sports and recreation through publicity, advertisements, and public contact.**
- . Prepares annual budget, maintains cost control and monitors revenues to ensure proper fiscal control.**
- . Prepares a variety of studies, reports, and related information for decision making purposes. Maintains all necessary operating records along with all facilities equipment reports and maintenance recording.**
- . Supervise the control of, and is responsible for, materials and supplies used. Evaluates and purchases new and replacement equipment.**
- . Maintains liaison with city departments as well as state local and other officials.**
- . Directs, with input from the Department of Public Works, in the planning of new programs, maintenance of fields and facilities.**
- . Maintains all regulatory records for programs, fields, and facilities on a regular basis.**

- . Coordinates all field usage time and maintenance for public and city sports sponsored organizations.**
- . Maintains and purchases materials and equipment for use in maintaining fields, parks and facilities. Works with Public Works and Water Department to assist in repair, construction, and maintenance of all City recreation facilities.**
- . Oversees operation of Refreshment stand and ensures its safety and proper operation of equipment.**
- . Oversees operation of City Tennis courts, pickleball courts, basketball courts and programs, and seasonal/part time employees.**
- . Reports to Recreation Board through monthly meeting. Uses these sources for input and direction of programs and activities.**

Other duties as directed or identified.

A minimum of five years' experience with increasing responsibility in the planning and supervision of youth and adult recreation programs along with knowledge and skill in field and building maintenance and repairs.

Experience with municipal or other governmental run programs a plus.

Bachelor's Degree in related field of study or additional years of experience.

Salary commensurate with experience and education.