



CITY OF WILTON MANORS

"THE ISLAND CITY"

POSITION DESCRIPTION

Department:	Leisure Services
Position Title:	Parks & Recreation Division Director
Job Code:	1761
FLSA Status:	Exempt

GENERAL DESCRIPTION OF DUTIES

Under general direction from the Leisure Services Department Director, the purpose of the position is to perform responsible administrative and professional work assisting the Leisure Services Department Director with the organization and management of facilities, and community activities, after school programs, athletics programs, and special events. Employees in this classification perform at middle management and are responsible for ensuring a variety of safe, quality leisure opportunities are made accessible to the general public. This position also has considerable responsibility for recommending and overseeing the upkeep, upgrade, construction and/or renovation of recreational facilities, as needed. Employee works with a high degree of independence and initiative; however, confers with the Leisure Services Director on matters involving unusual administrative or legal problems.

ESSENTIAL JOB FUNCTIONS

Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.

- Assists in the planning, organization, and implementation of departmental goals and objectives; assists in the formulation of departmental policies and procedures.
- Plans, organizes, and implements various recreational activities and special events; coordinates activities with other city departments, civic groups, and sports/recreation groups.
- Directs, supervises, evaluates, and schedules assigned personnel and supervisory staff.
- Leads assigned team members and ensures the safety and cleanliness of recreational equipment; routinely inspects facilities and makes recommendations on the upkeep, upgrade, construction and/or renovation of facilities including parks, fields, courts, amenities, playgrounds, buildings, waterways, medians, etc.
- Performs public relations functions between the City, community, and various civic agencies and groups.

- Performs moderately complex administrative and accounting duties; e.g., reviews and evaluates program statistical data, generates and submits reports and documentation, researches special projects and issues, assists Director with annual budget preparation, reviews and maintains accounts, reviews and approves receipts and budgetary expenditures.
- Serves as project supervisor for recreation projects and monitors facilities improvements and consults with contractors to ensure safety, cost effectiveness, aesthetics, and compliance with City policies.
- Researches and evaluates existing programs, activities, and leagues to ensure the safety, general welfare, and enjoyment of the general public as directed by the Director.
- Performs related work as directed by the Leisure Services Department Director.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:

Bachelor's Degree in Recreation or related field supplemented by five (5) years responsible experience in general public recreation programs, to include two (2) years supervisory / management experience in marketing, obtaining sponsorships, coordinating special events, and facilities maintenance and upkeep; or an equivalent combination of education, training and experience may be considered.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.