

TITLE: Assistant Parks and Recreation Director

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DEPARTMENT: Parks and Recreation, Fayette County

JOB SUMMARY: This position is responsible for assisting in directing the operations of the Parks and Recreation Department.

MAJOR DUTIES:

- o Identifies problems and maintenance needs and develops solutions.
- o Maintains department supply inventory.
- o Prepares and maintains program budget reports.
- o Ensures contract personnel complete contracts.
- o Develops and monitors customer database.
- o Records and maintains budget reports, program results, and net income.
- o Assists in the interviewing and selection of personnel; trains, schedules, and assigns work; evaluates performance and takes disciplinary actions.
- o Attends youth athletic association meetings and other district, state, and national meetings.
- o Prepares and designs brochures; secures bids for printing.
- o Markets programs through media and county Web site.
- o Oversees the distribution of brochures throughout the county.
- o Schedules, coordinates, administers programs, submits payments, organizes overnight trips.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard management and supervisory practices.
- o Knowledge of computers and job related software programs.
- o Knowledge of financial accounting and budgetary procedures.

- o Knowledge of athletic park and field maintenance.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Parks and Recreation Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied supervisory and administrative duties. Strict regulations and procedures contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to assist in directing the activities of the Parks and Recreation Department. Success in this position contributes to an effective parks and recreation program for area residents.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected and appointed officials, contractors, lawyers, representatives of other municipalities and agencies, civic groups, members of the news media, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and occasionally heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office or outdoors. The employee is exposed to machinery with moving parts, irritating chemicals, and occasional cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Therapeutic Program Coordinator, Program Coordinator, Athletic Coordinator, and Receptionist.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Possession of or ability to readily obtain CPR certification and AED certification.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.