ASHE COUNTY JOB DESCRIPTION

JOB TITLE: PARKS AND RECREATION DIRECTOR
PARKS AND RECREATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs planning, administrative and supervisory work in the direction of parks and recreation programs for Ashe County. Director is responsible for the administration of a comprehensive recreation program for the entire County within budgetary limitations, including the management and control of all properties assigned to the department. Work also involves planning, organization, promotion and direction of specialized recreational program and park activities for the department. Considerable independent judgment and initiative are required in performing the duties of the position. Director is required to maintain immense tact and courtesy with the general public. Excellent organizational skills are also required. Currently supervises 6 full-time employees and 10 to 15 part-time employees. The position works under the guidance and direction of the County Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Manages and supervises the parks and recreation program within budgetary guidelines and available resources and in consideration of requests, displayed interests from local officials and public input, and full utilization of available facilities to include park owned ball fields, reservation of park shelters, gym use and trout pond.

Exercises direction of Parks and Recreation full and part time staff, contracted or seasonal personnel either directly or through subordinate delegation.

Must maintain character and good standing as a responsible citizen and represent the department, county and its community in a professional manor.

Responsible for the planning and directing of a maintenance and repair program for recreational areas and facilities to include recreational buildings, parks, and grounds to include mowing grass on fields, lining of fields, spreading dirt, cleaning of rest rooms, picking up trash and emptying garbage; and the use, upkeep, maintenance and repair of provided tools and equipment.

Prepares the annual departmental budget proposal, submits final recommendations to the County Manager. Directs and oversees the expenditure of all budgeted funds; Responsible for securing purchase orders, preparing and stocking concessions, timely approving and submitting invoices to be paid, collecting and submitting all collected revenues to the finance office as required, and submitting all grant documentation for reimbursement. Monitors revenues and expenditures assigned to department to assure sound fiscal control, perform cost control activities, and assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Works with the Parks and Recreation Advisory Board in developing long range recreation programs and facilities according to anticipated County growth and available resources, future interest and expanded parks and recreation needs; Organizes activities seasonally such as youth and adult athletic leagues and special events. Serves as a liaison between the Parks and Recreation Advisory Board and County Government, along with other state, local and other officials, and in-county organizations concerning use of parks and recreation facilities.
Writes, submits, and carries out requirements of grants such as PARTF as directed by the County Manager upon project approval from the Board of Commissioners. Supervises and manages the planning of approved new recreation facilities and all of the amenities that would be necessary for the proper construction and maintenance of these facilities by working within predetermined budgetary constraints and guidelines.

Responsible for preparing league schedules, arranging for umpires, referees and other part-time assistance needed; set fees to cover the costs of operations of leagues and collects them; directs the preparation of fields and gym for activities; and preparing all paperwork necessary for paying referees, umpires and other help.

**ADDITIONAL JOB FUNCTIONS**

Directs and assists part-time employment in assisting with all activities including necessary weed control, mulching, ditching, and fencing as needed.

Performs other related work as required and as directed by the County Manager. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**MINIMUM TRAINING AND EXPERIENCE**

Bachelor’s Degree in recreation, public administration or a closely related field, and 1 to 2 years of experience in professional parks and recreation work, preferably with experience in a supervisory capacity; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Minor or Associates Degree in business management; accounting or related fields also desirable.

**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the philosophy and objectives of public recreation.

Considerable knowledge of the standard resources, materials, practices and facilities utilized in a parks and recreation program.

General knowledge of the principles of supervision, organization and administration.

General knowledge of current literature, trends and developments in the field of parks and recreation development.

Ability to plan, direct and coordinate the work of subordinate employees.

Ability to develop and implement a comprehensive parks and recreation program.

Ability to express ideas effectively orally, in writing, and using current digital media.

Ability to deal effectively with public officials, civic groups, and the general public.

Ability to establish and maintain effective working relationships with subordinates, public officials, community leaders, educators, and professional groups.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO**
PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to effectively operate a variety of machinery and equipment including computers, copiers, fax machines, power and hand tools, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for Light to Medium work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, and structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, budget reports, studies, purchase orders, invoices, applications, time sheets, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, and etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including governmental accounting and recreation technology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communications: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words; Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

Other qualifications: Required to have and maintain valid North Carolina Drivers License not subject to any restrictions or violation from the NC Justice System including but not limited to violations or probations. Must be able to pass required pre-employment drug screening and criminal background checks. This also includes random drug testing and post-accident testing.

ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.