

RECREATION DIRECTOR

Starting salary is \$57,955 - \$66,852 DOQ

The City of Auburn Hills, with a population of about 24,000 residents, is recruiting for its next Recreation Director as a result of the retirement of our current director who served the city with distinction for twenty-six years. The Director shares the responsibility of the management of the community center in partnership with the Senior Services Director and is responsible for delivering a robust schedule of recreation activities and events at the community center and throughout the community. While the Director has responsibilities for park planning and scheduling, primary parks and grounds maintenance and care is vested in the Department of Public Works (DPW). The Director will work on a daily basis with the Senior Services Director, and will work collaboratively on a regular basis with the DPW and the DDA, among other staff and community partners. The position manages a full time recreation programmer and a number of part time, seasonal and instructional staff to support the community center, parks monitoring, and events support. The annual recreation operating budget is about \$600,000. Graduation with a Bachelor's Degree in recreation management or other closely related program of study is required, as is at least five years of progressively increasing responsibility in recreation programs. Supervisory experience is highly desired. Below you will find the position description in its entirety. Position will remain open until filled. Expected date of employment on or about May 6, 2019. The City of Auburn Hills is an equal opportunity employer.

Please complete an employment application and mail with resume, cover letter and salary history to: City of Auburn Hills Human Resources 1827 N. Squirrel Road, Auburn Hills, MI 48326 or via email at humanresources@auburnhills.org



POSITION DESCRIPTION

Position: Recreation Director		Department: Recreation Department	
Reports to: City Manager		FLSA Status: Exempt	
Location: Community Center	Division: Community Center	Pay Grade N/A	
Revised: March 11, 2019	Last Reviewed: September 17, 2003	Union: N/A	Status (FT/PT/Temp): Full-time

GENERAL PURPOSE

Performs a variety of complex professional and administrative work in planning, developing, scheduling, directing and implementing a year-round, city-wide parks, recreation program.

SUPERVISION RECEIVED:

Works under the supervision of the city manager.

SUPERVISION EXERCISED

Exercises administrative direction over the recreation program coordinator, administrative assistants, and other support staff, part-time, contracted or seasonal personnel either directly or through subordinate managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates and directs a diversified year round recreational programs for multiple city parks and facilities. Responsibilities also includes shared management of the community center.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to team members; makes presentations to city council, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workload; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances;

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Functions as a liaison with other departments as well as state, local, and other public officials. Coordinates the parks and recreation programs with other city departments, and outside organizations such as the school districts and various community-based organizations.

Reviews program areas, implements changes or new programs to meet recreational and human service needs of the community; develops, maintains and implements a current parks and recreation master plan.

Responsible for the creation, implementation and updating of the parks and recreation master plan.

Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of the department. Assures compliance with established policies and procedures.

Coordinates and directs all bidding and orders for all new and replacement equipment.

Prepares a variety of reports and maintains necessary operating records.

Prepares cost estimates to plan and provide for improvements in department facilities; assists in the oversight of construction projects and facility improvements where related.

Prepares, coordinates and applies for grant applications related to park and recreation activities.

Works in conjunction with Department of Public Works to assist in coordinating maintenance of all recreation related grounds and facilities.

Answers letters of inquiry and talks with visitors; addresses public and civic organizations to inform them of policies, procedures and the availability of facilities for public use.

PERIPHERAL DUTIES

Serves as a member of various city employee committees, as assigned.

Director will be expected to work a flexible schedule with evening and weekend hours, much of which will be for special events.

Assists staff in the performance of their duties as required.

Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, making arrangements for rental and use of department facilities, setting up tables and chairs for classes, etc.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in recreation, education, or physical education including course work in organization and administration,
- (B) Five years of progressively responsible experience in parks, or recreation programs, or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of the principles and practices of modern parks and recreation programs programming, planning and administration; Thorough knowledge of equipment and facilities required in a comprehensive park and recreation; Extensive knowledge of the principles and practices of maintenance and use of public buildings and park facilities; Considerable knowledge of community recreation and resources; Working knowledge of the principles and practices of office management, work organization and supervision.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to plan, organize, coordinate and implement a comprehensive community park, recreation program; Ability to coordinate, analyze, and utilize a variety of reports and records; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

SPECIAL REQUIREMENTS

Valid state driver's license. First aid and CPR certifications.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; passenger van.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet, cold, hot, and/or humid conditions.

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the gym or field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related physical and psychological tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Recreation Director City Manager

Approval: _____
Employee