

JOB DESCRIPTION

Essex County, VA

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|-------------|---|
| Job Title | Assistant Director of Parks and Recreation |
| Department | Parks & Recreation |
| Category | Full Time |
| FSLA | Exempt |
| Pay Grade | |
| Report to: | Director of Parks and Recreation |
| Supervises: | Camp Leader, Program Leader and all those who work under these positions – and all employees when serving as Director during absences |

JOB SUMMARY/PURPOSE

This position performs responsible professional, management and administrative work in implementing, supervising, directing all recreation and parks activities for the County. The position assists in the planning, creating monitoring and analyzing parks and recreation programs that meet the needs of the community. The position assists the Director of Parks and Recreation as needed and serves as Director in his/her absence. The Assistant Director of Parks & Recreation is required to exercise considerable independent judgment in administering and managing programs and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below 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.)

- Works with the Director of Parks and Recreation (Director) to develop the annual fiscal plan and monitoring budget for the department;
- Works with the Director to determine community needs and to develop programs to meet those needs;
- Works with the Director to plan and implement department programming, including program advertising, staffing, registration, and management;
- Assists the Director with personnel selection and matters, including supervision for all programs;
- Creates, manages, and implements various programs for the department with a specific emphasis on Camp Programs and After School Programs;
- Serves as back up to the Director related to the Aquatics Programs at outdoor pool and gets trained to be a Pool Operator.
- Maintains various equipment and order materials and supplies as needed;
- Collects fees and maintains the accompanying attendance records;
- Assists the public in answering questions and with public inquiries;
- Conducts and attends various departmental meetings;
- Trains and schedules staff and personnel;
- Assists the Director with coordination of other County departments and the schools to administer programs;

- Represents the Parks and Recreation Division and the Director on various occasions, acts in the absence of the Director, and serves on a variety of internal and external committees;
- Prepares written and oral reports for action by the Director to be distributed to the County Administrator, Parks & Recreation Committee, and/or the Board of Supervisors;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with parks and recreation trends and maintains CPR and First Aid certification;
- Consistent on-site/field work and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Bachelor's degree in Recreation and Park Administration or a related field supplemented with over three (3) years of extensive experience in the administration of recreational programs and in the development, planning and operation of recreational facilities or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job.

Licenses or Certificates:

- CPR and First Aid certification
- Valid Driver's License

The following certifications are desired and may be completed within 24 months of hire.

- Pool Operator certification
- Water Safety Instructor certification
- Certification as a lifeguard

Knowledge, Skills and Abilities:

- Knowledge of management and supervisory practices;
- Knowledge of parks and recreation principles and practices needed to oversee programs and services;
- Knowledge of the operation and administration of parks and recreation facilities and services;
- Knowledge of maintenance/use/care of facilities and equipment and some knowledge about pool operations;
- Knowledge of various software applications such as Word and Excel and recreation software;
- Knowledge of budgeting and purchasing procedures and skills in administering such procedures;
- Ability to communicate effectively using solid reading, writing, listening, and speaking skills; ability to produce documents that accurately convey information;
- Ability to create technical reports using basic math, budget, and statistical skills;

- Ability to exercise independent judgment and set priorities, organize work, and complete tasks efficiently and accurately;
- Ability to work independently in supervising and training others to deal effectively with the public;
- Ability to maintain professional ethics related to confidentiality;
- Ability to manage several projects simultaneously to meet deadlines;
- Ability to cooperate with School and County authorities, private groups, agencies and the general public to schedule and administer programs;
- Ability to establish and maintain effective working relationships with government officials, volunteers, schools, community groups, associates, and the general public.

Physical and Mental Requirements:

Work Environment

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---|------|-----------|------------|----------|
| Outdoor Weather Conditions | | | X | |
| Work in high, precarious places | X | | | |
| Work with toxic or caustic chemicals -Pool | | X | | |
| Work with fumes or airborne particles | | X | | |
| Work near moving mechanical parts -Pool | | X | | |
| Risk of electrical shock- Pool | | X | | |
| Vibration | X | | | |
| Equipment Used – Computers, office equipment, hand tools & pool equipment | | X | X | |

Physical Activity

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Standing | | | X | |
| Walking | | | X | |
| Sitting | | | X | |
| Talking & Hearing | | | | X |
| Using hands/fingers to handle/feel | | | X | |
| Climbing or balancing - stairs | | X | | |
| Stooping, kneeling, crouching, crawling | X | | | |
| Reaching with hands and arms | | X | | |
| Smelling Chlorine or other pool chemicals | | X | | |
| Bending, pulling, pushing | | X | | |
| Other-Driving | | | X | |
| Other-extreme heat working near wet conditions at the pool | | X | | |

Lifting Requirements

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|------------------------------------|------|-----------|------------|----------|
| Up to 10 pounds | | | | X |
| Up to 25 pounds | | | X | |
| Up to 50 pounds | | | X | |
| Up to 75 pounds – Soccer Goals | | X | | |
| Up to 100 pounds | X | | | |
| Over 100 pounds - Life Guard Stand | | X | | |

Noise Levels

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Very Quiet (forest, isolation booth) | X | | | |
| Quiet (library, private office) | | X | | |
| Moderate noise (computer, light traffic) | | | | X |
| Loud Noise (heavy equipment/traffic) | | X | | |
| Very Loud (jack hammer work) | X | | | |

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).