

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

PARKS & RECREATION DIRECTOR

Supervised by: Township Supervisor
Supervises: All departmental employees

Position Summary:

Under the general supervision of the Township Supervisor, develops, directs, implements and administers a wide variety of leisure activities and facilities for recreational users and program participants. Monitors operations and facilities, oversees maintenance operations and supervises a mix of full-time, part-time and seasonal staff.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Develops long-term plans to realize recreational goals in accordance with community needs, demographic trends, and Township vision. Plans, organizes, and directs all aspects of recreation activities and operations including personnel management, budgeting, planning, and general administration. Develops and implements policies, procedures and regulations.
2. Assesses operations, staffing levels, facilities, and equipment. Analyzes capital needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.
3. Prepares and presents annual budget requests, administers the budget, and ensures that the authorized budgetary and purchasing procedures are properly used.
4. Directs the recruitment and hiring of personnel. Assigns work, supervises personnel, evaluates performance, mentors, and oversees training and professional development. Takes disciplinary action according to established procedures.
5. Writes grants and interacts with various boards, associations and state and federal agencies to secure funding for improvements and development. Works with the Department of Natural Resources and contract engineers to complete projects after a grant is awarded.
6. Conducts research, compiles information, and prepares reports. Attends Parks and Recreation Commission, Township Board, and other meetings, and makes presentations as requested. Maintains detailed record-keeping system according to established requirements.
7. Plans, organizes, schedules, coordinates, publicizes, and oversees a wide variety of adult and youth recreational programs. Works with the community to identify

needs and preferences and recommends the number and kinds of recreational programs to be offered.

8. Promotes recreation programs through advertising and community outreach. Interacts with schools and other community groups, issues press releases, publicizes events, reports athletic scores and communicates other special interest items.
9. Visits and observes events in progress to evaluate program content and employee performance.
10. Coordinates sites, facilities and equipment. Oversees and directs grounds maintenance personnel to ensure the availability, preparation and maintenance of parks and facilities, and the proper disbursement of equipment.
11. Maintains inventory of supplies and equipment. Places orders and makes purchases according to established procurement procedures and within budgetary guidelines. Develops specifications and administers the bid process for significant purchases. Assists with contract oversight to ensure vendor compliance with specifications.
12. Acts as department spokesperson. Establishes and maintains effective relationships with citizens, community groups, employees, vendors, and other interests. Responds to public inquiries and investigates complaints.
13. Maintains records, compiles statistics and prepares reports related to program participation and operations. Monitors program efficiency and effectiveness and develops recommendations for continuation, expansion, modification or elimination.
14. Coordinates special community events and integrates recreational programming with other organizations and governmental units to reduce duplication of effort.
15. Keeps abreast of new developments in the field, new administrative techniques and current issues through continued education and professional growth.
16. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's degree, or equivalent, in recreation or leisure services or a related field.
- Seven or more years in recreational programming, with at least four years of supervisory or administrative experience.
- A Michigan Vehicle Operator's License.

- First Aid, CPR, WSI certifications as well as Leisure Professional Certification are all desirable.
- Must be bondable.
- Knowledge of applicable local, state and federal laws, rules and regulations.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration, labor relations, public relations, and project management.
- Knowledge of the professional principles, practices and techniques of recreation planning, programming and evaluation.
- Knowledge of professional principles and techniques of marketing and advertising, purchasing, personnel management, and contract administration.
- Knowledge of the rules, supplies, equipment and facilities applied or utilized in recreation programs and sporting leagues.
- Knowledge of the safety issues and precautions relating to the provision of recreation programs and sporting leagues.
- Knowledge of, and ability to safely operate equipment necessary to maintain parks and facilities.
- Skill in developing, coordinating and evaluating a broad range of recreational programming for diverse age groups.
- Skill in organizing schedules and coordinating associated resources.
- Skill in maintaining a comprehensive record-keeping system, compiling statistics, generating reports and developing programming recommendations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with staff, volunteers, program participants, vendors, other governmental agencies and the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to effectively train others and assign, coordinate and evaluate the work of staff.
- Ability to work effectively within deadlines, under stress, and with changing work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly required to communicate with others in person or by phone and view written documents. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. In the course of a typical day the employee is required to sit, stand and/or walk. The employee frequently is required to be mobile in an office setting and outdoors, and use manual dexterity to type or enter data and write. The employee may occasionally be required to transport and lift equipment and supplies of light to moderate weight.

The employee works in an office setting some of the time, but travels to other locations regularly to work in diverse settings including outdoor weather conditions. The noise level in the work environment is usually quiet in the office and can range to moderate or loud while at program sites.