JOB SUMMARY

This position assists in directing the maintenance and operations of county parks and recreation programs.

MAJOR DUTIES

- Assists the Recreation Director in directing day-to-day department operations.
- Maintains financial records and prepares deposits for the Community Center.
- Maintains volunteer and participant files and records.
- Provides guidance and oversight to program volunteers.
- Coordinates and approves scheduling for Community Center and sports programs.
- Attends regular community group, boards, and association meetings.
- Maintains personnel files and records; assists in processing employee timesheets.
- Manages Recreation Board financial operations; pays invoices; prepares financial reports.
- Provides staff support to the Recreation Board; prepares agenda and information packets.
- Implements marketing and public relations plans and strategies.
- Manages the department website and social media accounts.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of recreation program development and management principles.
- Knowledge of public financial management principles and practices.
- Knowledge of the sports rules and regulations.
- Knowledge of personnel management principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in gathering information and preparing reports.
- Skill in dealing with community groups and the general public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The 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 Recreation Board bylaws, National Pool Operators guidelines, county and state health department guidelines, and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management duties. Frequent interruptions contribute to the complexity of the position.

- The purpose of this position is to assist in directing the county's parks and recreation programs. Success in this position contributes to the provision of leisure services to the general public.

CONTACTS

- Contacts are typically with other county employees, state and federal Parks and Recreation staff, vendors, school officials, community groups, and members of the general public.

- Contacts are typically to provide services, to give or exchange information, to motivate or influence persons, to resolve problems, or to justify, defend, or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or walking. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed indoors. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has final responsibility and authority for the accomplishment of objectives, utilization of resources, and personnel administration decisions within a major area, department, or unit
This position has direct supervision over assigned personnel within an area, department, or unit. Direct supervision typically involves the ability to manage schedules, performance, and the interpersonal issues of other employees. It may involve the ability to recommend changes to work priorities or strategies within an area, department, or unit.

MINIMUM QUALIFICATIONS

- Associates degree required; and

- More than five years of related experience required; or

- Any equivalent combination of education, experience, and training which provides the knowledge, skills, and abilities to perform the work.

- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.