

**COUNTY OF MARLBORO
JOB POSITION DESCRIPTION**

JOB TITLE: Director, Parks and Recreation

DEPARTMENT: Recreation

REPORTS TO: County Administrator or designee **FLSA STATUS:** Salary Non-Exempt

DATE APPROVED: 4/22/2022 **APPROVED BY:** JRM

I. PURPOSE / SUMMARY:

Responsible for directing and managing the programs, services, maintenance and employees of the Parks and Recreation department. Collaborates and builds strong partnerships with community organizations, recreation and sport leagues, schools, and other mission-similar organizations. Promotes open and effective communication both internally and with citizens, program participants and other organizations.

II. RESPONSIBILITIES:

- 1) Responsible for directing and managing the programs, services, maintenance and employees of the Parks and Recreation department.
- 2) Prepares annual capital and operating budgets for the department. Forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures and recommends budgetary adjustments as appropriate and necessary. Oversees the day-to-day financial management of the department.
- 3) Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as needed.
- 4) Establishes, within county policy and budgets, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly. Prepares strategic business and work plans to meet diverse customer needs and County and department priorities.
- 5) Prepares, manages and monitors grants and contracts that expand and enhance the delivery of quality recreation programs and services.
- 6) With assigned staff, coordinates planning, organizing, developing, and scheduling of assigned facilities.
- 7) Ensures that staff schedules activities/events/meetings necessary to recruit, train and supervise volunteer coaches, officials and staff
- 8) Monitors the maintenance of parks, playgrounds, and recreation buildings; manages and coordinates preparation of athletic fields and facilities and litter pick-up for events and activities. Prepares and submits requests for repair and maintenance services as needed. Monitors the completion of facility related maintenance/repair work orders.
- 9) Ensures the development and timely communication of information such as schedules, changes to schedules, team rosters, rules, and other pertinent information to participants in a professional and

timely manner. Assists and/or manages staff responsible for preparing and distributing flyers, social media, press releases, brochures and other public information mediums. Promotes open and effective communication both internally and with citizens, program participants and other organizations.

- 10) Maintains inventory of supplies and equipment; distribute supplies and equipment; assist with ordering supplies and equipment for recreation and athletic programs.
- 11) Monitors facilities, programs and services to ensure compliance with federal, state and local laws, regulations, codes and/or standards as well as County and department policies and procedures.
- 12) Collaborates and builds strong partnerships with community organizations, recreation and sport leagues, schools, and other mission-similar organizations.
- 13) Participates on advisory boards, commissions and committees as required; prepares and presents presentations, staff reports and other necessary correspondence. Provides staff support to the Marlboro County Recreation Advisory Board.
- 14) Implements and collects evaluations from participants, coaches and others with regards to recreation programs. Maintains statistical information regarding participate demographics.
- 15) Coordinate and supervise staff on week nights, weekends, and holidays if needed.
- 16) Performs other duties as assigned

All County employees are considered public servants for the citizens of Marlboro County. When requested before, during, or after an emergency event, County employees are expected to work and serve the public in coping with the emergency.

III. SKILLS/EDUCATION/OTHER REQUIREMENTS:

- 1) Demonstrated skills in management, administrative, supervisory, and leadership skills.
- 2) Knowledge of child and adult safety standards, youth physical and social development, senior citizens and aging, emergency procedures.
- 3) Facility design and maintenance experience.
- 4) Previous marketing and public relations success.
- 5) Skilled in planning, data analysis and organization.
- 6) Experience in grant writing, regulatory compliance and contract management.
- 7) Excellent communication skills including oral and written communications as well as public speaking/ presentations.
- 8) Willingness to work a variable schedule, including weekends and evenings when needed.

Required Education and Experience

Bachelor's degree in recreational administration or a related field. Master's Degree in parks and recreation, public administration, business administration or related field is preferred.

A minimum of eight (8) years of parks and recreation management experience, including five (5) years in a senior management role.

Moderate expertise in MS Office software suite. Knowledge of or ability to quickly become proficient in recreation management software.

Proven ability to work cooperatively, diplomatically, and effectively with advisory boards, citizens, and in community relations capacities.

Demonstrated experience in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals. Dedicated to continuous improvement.

IV. CERTIFICATIONS REQUIRED:

- Valid driver's license
- Certified Parks and Recreation Professional (CPRP) or Certified Parks and Recreation Executive (CPRE) preferred.

V. SUPERVISION:

As assigned.

DISCLAIMER

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.