SUMMARY

Plans, directs, and manages public programming for Parks and Recreation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following; other duties may be assigned:

1. Recommends and assists in the implementation of goals and objectives; establish schedules and methods for providing recreation services; recommends and implements policies and procedures; researches and recommends new programs, activities, and special events for the Recreation Division facilities.

2. Participates in the preparation and administration of the Recreation Division budget: submits budget recommendations; monitors and prepares detailed revenue and expenditures reports for evaluation of programs; recommends fees to meet projections and costs; solicits funding from outside agencies and corporate sponsors for special programs and events; expenditures; solicit funding from outside agencies and corporate sponsors for special programs and events.

3. Develops, plans, organizes and schedules activities for assigned recreation facilities, including meetings, special programs, seminars and related activities; collects fees and deposits for recreation facility rentals.

4. Works with City departments and other issues agencies that are associated with the municipality for planning special events and other Recreation Division management.

5. Works with City departments and other agencies associated with the municipality special events and other Recreation Division management issues.

6. Organizes, plans and supervises competitive and recreational sports programs, instructional public seminars, workshops, and cultural programs for all ages and skill levels to meet the community needs; conduct registration of classes and programs; and collects fees.

7. Develops, designs, and creates promotional and marketing materials, including flyers, brochures, signs to promote recreational activities; works closely with the media such as radio, TV, and newsprint to promote the Recreation Division and related activities.

8. Performs cleaning and maintenance duties as necessary.

9. Prepares and maintains various reports.

SUPERVISORY RESPONSIBILITIES

Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises up to 30-40 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's degree from four-year college or university in Recreation or related field; or 6 years related experience and/or training in recreational program implementation.

Communication Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer and Administrative Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Office products.

**Certificates, Licenses, Registrations:** Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

**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 talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

**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 is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

**OTHER SKILLS AND ABILITIES**
Demonstrate knowledge of sports activities and tournament and league scheduling, office equipment, and office procedures.