

## **BOROUGH OF EBENSBURG**

### **Recreation Director**

#### **Statement Of Job**

This is an administrative management position. Under the direction of the Borough Manager, the employee is responsible for planning, developing, scheduling, directing, and implementing a year-round parks and recreation program. The parks and recreation program includes the swimming pool, tennis center, YPCC, hockey rink, parks, playgrounds, Lake Rowena and all recreation facilities. The position is also charged with seeking and acquiring grant funds for projects. Work involves a high degree of independent discretion and judgment. The position exercises administrative direction over the staff and volunteers working at the facilities.

#### **Job Functions**

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff and volunteer assignments; trains, motivates and evaluates assigned staff and volunteer; reviews progress and directs change as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations.
- Plans, develops, coordinates and directs a diversified year-round parks and recreation program.
- Schedules and runs various physical and cultural activities throughout the year.
- Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops, maintains and implements a current parks and recreation and open space comprehensive master plan.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; defines portion of budget; performs cost control activities; receives and monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Prepares capital budget recommendations for parks and recreation facilities in coordination with the Borough Manager and the general fund budget for recreation.
- Identifies, acquires, and administers grant funds for various projects and pursues funding options.
- Orders all new and replacement equipment, and assures ongoing and timely maintenance of facilities and equipment.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
- Makes recommendations on acquiring, developing, conserving and managing parkland, open space and greenways.
- Oversees and coordinates park development and playground design with other staff.
- Supervises park caretakers.
- Coordinates the overall housekeeping of all recreation facilities and the overall maintenance of the facilities.
- Supervises the usage of pavilions, sports fields and parks.
- Recruits, manages and trains volunteers for parks projects and recreation programs.
- Serves on a variety of internal and advisory committees pertaining to municipal activities.
- Coordinates the recreation and parks programs with the Ebensburg Recreation Board, other departments and outside organizations such as the school district, various community-based organizations, and other local and county governments.

- Prepares a variety of studies, reports and related information for decision-making purposes.
- Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations. Assures compliance with established policies and procedures.
- Promotes interest in parks and recreation programs through publicity, joint program brochures with various community groups and public contacts; speaks before citizen groups, students and other organizations.
- Answers letters of inquiry, complaints or concerns and talks with visitors; addresses public and civic organizations, which will inform the public of policies, procedures and the availability of facilities for public use.
- Performs a variety of miscellaneous duties, such as inventory of supplies needed for activities and making arrangements for use of facilities.
- Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Represents the Borough in a positive and progressive manner.
- Trains employees in work habits and methods, safety and proper operation of equipment.
- Makes duty oriented decisions, takes initiative, offers solutions and or recommendations to problems on the basis of well defined standards and precedence.
- Attends approved training to keep informed of the latest technology and practices in community recreation programs.
- Performs other duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Thorough knowledge of the principles and practices of modern parks and recreation programs.
- Thorough knowledge of equipment and facilities required in a comprehensive park and recreation program.
- Extensive knowledge of the principles and practices of maintenance, construction and use of public buildings and park facilities.
- Considerable knowledge of community recreation needs and resources.
- Working knowledge of the principles and practices of office management, work organization and supervision.
- Skill in operation of listed tools and equipment.
- Ability to plan, organize, coordinate and implement a comprehensive community park and recreation program.
- Ability to coordinate, analyze and utilize a variety of reports and records.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies and the public.
- Ability to recognize details which will affect work flow.
- Skill in dealing tactfully and effectively with the public.
- Knowledge of business writing and grammar usage.
- Possession of excellent supervisory and organizational techniques, style and skills.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to give advice and recommendations.
- Ability to maintain records and give reports.
- Ability to calculate and estimate project costs in terms of material, money, time and labor.
- Ability to recognize, analyze and react in day-to-day situations requiring independent discretion and judgment.
- Ability to perform basic math functions.

## **Training and Experience**

- Preferred graduation from a college or university with a bachelor's degree in recreation, education or physical education including course work in organization and administration.
- Two (2) years of progressively responsible experience in parks and recreation programs.
- Any equivalent combination of education and experience.
- Demonstrable experience in office computer software including Windows, MS Office, Word, Excel, PowerPoint, Publisher.
- Demonstrable experience in operating office equipment.

## **Required Licenses and Certifications**

- Valid Pennsylvania motor vehicle operator's license.

## **Tools and Equipment Used**

- Personal computer, including referenced software; motor vehicle; mobile or portable radio; calculator, phone, copy machine and fax machine.

## **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 stand, walk, sit, talk or hear. The employee is occasionally required to use hands to operate, finger, handle or feel objects, tools or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **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. The work involves site review in the field. Sites may be in a natural state or in midst of development or construction necessitating ability to traverse rough terrain or unfinished construction sites without access for physically challenged individuals.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderately noisy while in the field.

**Schedule**

- Schedule will vary seasonally and depending on programming. Frequently attend evening meetings and events. May be required to work weekends and holidays during special events. Schedule will vary and shall be determined by the Borough Manager.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.