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<b>TITLE:</b>	PARKS AND LEISURE SERVICES DIRECTOR
<b>DEPARTMENT:</b>	PARKS and LEISURE
<b>REPORTS TO:</b>	MAYOR and COUNCIL
<b>POSITION NUMBER:</b>	PL 62000-01
<b>STATUS:</b>	EXEMPT

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### **POSITION SUMMARY**

This is a supervisory position responsible for coordinating leisure activities, landscaping and development in all municipal parks and leisure facilities. Coordinate landscape and park planning work; administer all park construction projects; provide information and assistance to the public on park and leisure related matters; and provide project design and design review, planning, and construction inspection on park and leisure capital improvement projects. Organize and implement special park and leisure events in our parks, recruits volunteers, collect fee for classes and recreation programs; conduct market research and fee structure analyses; research, recommend and contact potential instructors, service providers and participants; provide contract management oversight; monitor the budget including authorizing expense reports and purchases; coordinate marketing and promotional efforts; publicize recreation services through a variety of media and coordinate all athletic and leisure programs with all youth and adult organizations. Work is performed with the guidance of the Mayor and Council.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Plan and implement all Parks & Leisure Commissions meeting and recruits the members for volunteer services for special programs and events
- Evaluate and direct recruitment, interviewing, selection and placement of volunteers for services
- Assist and interact with the Downtown Development Authority events and activities
- Coordinate and implement all landscaping and beautification projects in the municipal parks and leisure facilities
- Coordination of all special events in the parks and programs associated with municipal parks and leisure facilities
- Present a yearly budget associated with the Parks and Leisure Services and present to Parks and Leisure Commission and submits as required to Mayor and Council
- Research grants and fundraisers for Parks and Leisure Services

**(Parks & Leisure Services Director –continued)**

- Keep the Mayor and Council advised of the financial condition and future needs of the Parks & leisure Services and make such recommendations as may be deemed desirable
- Provide monthly written updates to the Mayor and Council on current Parks and Leisure issues
- Attend all meetings of the City Council meetings, unless excused there from
- Coordinate, schedule and acts as a liaison with all youth and adult organizations
- Schedule all activities and events in our municipal parks and leisure facilities
- Organizes and implements sport activities and recreational programs as required

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the parks and recreation field, with particular emphasis on outdoor recreation and contracted classes. Effective verbal and written communication skills. Knowledge of recreation program and park design and development. Ability to market and promote a wide variety of programs to diverse populations. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers. Ability to serve the public and fellow employees with honesty and integrity in full accord of all city ethics and conflicts of interest policies

**MINIMUM QUALIFICATIONS**

Bachelor's Degree from an accredited college or university, with major work in Recreation, Park Management, Public or Business Administration, or closely related area.

Minimum one (1) to two (2) years of recent experience in recreation program and park planning or delivery. Supervisory experience is highly desirable.

Valid Georgia Driver's License must be maintained during employment

**The City of Auburn is an Equal Opportunity Employer, Drug Free Workplace**