**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 50,000 +**

**Recreation Division Administrator**

Seeking a Recreation Division Administrator to manage facilities including community centers, sports complexes, aquatics, and a tennis center, along with extensive programming including afterschool activities, athletics, special events and camps.

**Purpose of Job**

The purpose of this job is to manage and evaluate staff, programs, finances, services and operations as assigned within the Leisure Services Department. Under limited direction, guides self and/or leads staff in the development, implementation, management and evaluation of programs, operations and functions. Contributes to the Leisure Services Department management team through leadership, management, administration, planning and project delivery. Performs additional tasks as assigned.

**Job Related Requirements**

* May be required to work on religious holidays.
* Regular and predictable attendance is required.
* Must work cooperatively with others.
* When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide be the City’s safe driving policy.
* Minimum Training & Experience Required to Perform Essential Job Functions:
* Bachelor's degree in a related field with five years of related experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
* Must possess three years supervisory experience.
* Must possess a valid driver's license.
* Must possess a minimum of three years full-time programming experience in recreational program delivery.

**Essential Duties, Responsibilities:**

* The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.
* Supervises and evaluates assigned staff, and provides operations management at assigned facilities. Recruits staff and recommends for hire; handles employee concerns, directs work assignments, counsels and disciplines employees when necessary, and completes employee performance appraisals.
* Assists with new employee orientation, ongoing training and professional development of assigned staff.
* Observes and reviews operations, staffing levels, programs, etc. for optimum efficiency and effectiveness, and reports recommended changes when needed. Attends various work unit programs to evaluate and support programs.
* Coordinates the collection of data and analyzes it to assess programs, services and operations. Provides necessary reports to the Director or designee.
* Prepares and implements short and long term goals and objectives.
* Develops operating and capital improvement budgets including a five-year plan; manages expenditures and revenues of assigned cost center budgets.
* Administers and manages the planning, implementing, monitoring, and evaluating of projects, programs and activities.
* Negotiates, drafts, reviews, and recommends contracts and agreements.
* Serves as liaison to other government, non-profit, private and/or special interest groups or members of the public as assigned; provides technical expertise, and professional assistance/participation.
* Researches, plans, evaluates, and analyzes appropriate technological development and its impact on operations.
* Enforces department/government policies, procedures, rules, regulations and ordinances; keeps staff informed of appropriate departmental/governmental changes in a timely fashion.
* Researches, writes, manages and administers donations and grants for program and facility enhancements.
* Coordinates with other divisions and departments the planning, organizing, and implementation of shared programs and services.
* Prepares Department for agency accreditation and ensures its continued future accreditation.
* Shares after-hours emergency duty coverage with Division staff. Responds directly to emergency after-hours calls from supervisor.
* Writes, revises and/or reviews Department and/or Division policies as needed and directed.
* Writes agenda reports as assigned.
* Performs special projects and duties as assigned by Department Director.
* Works with assigned staff to develop and periodically update Department programming plan covering current year and 3-5 years, including programming philosophy, activity selection, type and scope of programs, and outreach initiatives.
* Works with staff to develop specific and measurable program objectives and performance measurements for programs and services.
* Develops systematic processes for program and services evaluation; analyzes and uses data to consistently improve program and service quality.
* Stays current with recreation and leisure trends, and periodically assesses linkage to department's programming goals and objectives.
* Performs other related duties as required.

**Knowledge, Skills, and Abilities**

* Knowledge of the principles, practices, and procedures of the Athens-Clarke County Government and the operations and functions of the Leisure Services Department.
* Knowledge of sound management practices, human resource management/personnel, financial administration and management, long range planning, policy development, grant writing, non-profit organizations, and policies and procedures as necessary in the completion of daily responsibilities.
* Knowledge of recreation program planning, to include development of a recreation programming plan, program and service determinants, participant involvement, fee determination, cooperative programming, establishment of program objectives, program evaluation, community outreach, program scope, selection of program content and program and service statistics.
* Knowledge of all applicable laws, ordinances, policies, standards, and regulations pertaining to the specific duties and responsibilities of the job.
* Knowledge of organizational, management, human relations, and technical skills.
* Knowledge of the principles and practices of recreational and educational administration, departmental rules and regulations, funding and development resources, community resources, supervisory practices, accounting and bookkeeping practices.
* Knowledge and skill in the use of office equipment, various software programs, desktop publishing, and audiovisual equipment.
* Ability to develop and keep abreast of any changes in policy, methods, operations, budgetary, and equipment needs, etc. as they pertain to division/department, fund raising, marketing, grant writing and human resource/personnel operations and activities.
* Ability to effectively and professionally communicate and interact with subordinates, management, employees, members of the general public and all other groups involved in the activities of the Athens-Clarke County government as they relate to the Leisure Services Department.
* Ability to lead teams, and to professionally and effectively serve as a team member.
* Ability to develop and administer policies and procedures, train staff in the development of facility and division performance measures, plan activities to monitor performance of subordinates against measured established goals.
* Ability to develop and implement short-term and long-range goals for the Division and Department in order to promote effectiveness, efficiency, and appropriate development in accordance with changing community needs.
* Ability to use independent judgment and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.
* Ability to assemble information and make written reports, documents, policies, proposals, and procedures in a concise, clear, and effective manner.
* Ability to develop, comprehend, interpret, and apply regulations, procedures, and related information.

**Supplemental Information:**

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**PHYSICAL REQUIREMENTS**: Must be physically able to operate a variety of machinery and equipment including a computer, LED projector and copier. Must be able to use body members to work, move or carry objects or materials. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to 10 pounds of force occasionally. Physical demand requirements are at levels of those for sedentary work.

**DATA CONCEPTION**: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION**: Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving and receiving assignments and/or directions to co-workers and assistants as well as from supervisors.

**LANGUAGE ABILITY:** Requires ability to read a variety of reports, proposals, requests, registers, applications and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare reports, proposals, articles, notices, letters, memos and miscellaneous documents using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people and groups of people with poise, voice control, and confidence.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical or professional languages including legal terminology.

**NUMERICAL APTITUDE**: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; utilize determine percentages; interpret graphs; perform statistical calculations.

**FORM/SPATIAL APTITUDE**: Requires the ability to inspect items for proper length, width, and shape, visually with a computer and copier.

**MOTOR COORDINATION**: May require the ability to coordinate hands, fingers, and eyes accurately in using a computer and copier. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

**MANUAL DEXTERITY**: Requires the ability to handle a variety of items such as a computer, telephone and copier. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION**: May require the ability to differentiate between colors and shades of color.

**INTERPERSONAL TEMPERAMENT**: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

**PHYSICAL COMMUNICATION**: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.