



**County of Calhoun
Recreation Director
Job Description**

Job Title: Recreation Director
Department: 7600 - Recreation
Reports To: Deputy Administrator
FLSA Status: Exempt
Prepared Date: 5/12/2022
Approved By: HR Director

Summary

This position is responsible for organizing and directing activities of a full-service Recreation Department with technical skills and knowledge in the areas of facilities management and recreation programming, but also the emotional intelligence, leadership qualities and team skills necessary to advance the County's values and vision for its community.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Responsible for providing leadership to all of the divisions of the recreation department.
- Must work cooperatively with other department directors and as part of a senior management team.
- Effective public relation skills and the ability to build relationships with community groups, employees, municipal officials, private businesses, and other levels of government.
- Implement the principles and practices of modern recreation programs, equipment and facilities required in a comprehensive recreation program.
- Confirm principles and practices of maintenance, construction and use of public facilities and community recreation needs and resources.
- Provide necessary input for funding of recreational capital projects, programs and operations.
- Performs miscellaneous job-related duties as assigned by the County Administrator and/or his/her designee.

Education and/or Experience

Bachelor's degree from an accredited college or university in recreation management or administration, public administration or closely related field and five years of progressively responsible experience in recreation services.

Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

Minimum Qualifications and Skills Required

Proficiency in Microsoft Office Suite experience is required. Successful candidates must be capable of reading and interpreting legal documents. The individual selected will have the ability to apply common sense understanding, judgment and the capacity to make sound and reasonable decisions. Familiarity with local government and local ordinances a plus. 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.

- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 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.

The noise level in the work environment is usually quiet.

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

Calhoun County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or provision of service.