



POSITION TITLE: Jefferson Parks and Department Assistant Director

Job Description | Full-Time | Salary

DESCRIPTION OF WORK:

General Statement of Duties: Under the general supervision of the Director of Parks & Recreation, performs administrative, supervisory, and professional work in the planning, development, and operation of a comprehensive recreation program. This position has direct responsibilities in the areas of recreation programming, the community pool, and special events. Works with Word, Excel, Publisher, and Recreation program software (SportsMan).

FLSA: Non-exempt

Supervision Exercised: May exercise temporary supervision over others assigned to a special project.

Examples of Duties: (This position is under the direction of the Director. Examples of the duties are listed below, and the list may not include all the duties for this position.)

1. Assists the Park and Recreation Director in determining, developing, planning, and promoting park and recreation programs.
2. Manages the outdoor community pool including programming, staffing, maintenance, and facility upkeep.
3. Analyzes programs to ensure programs and activity offerings meet the needs and desires of the community; revises programs as needed.
4. Establishes strong relations with the public.
5. Responsible for various park and recreation programs and special events, volunteer coordination, maintaining records, monthly reports, budgetary and monetary activities.
6. Attend monthly board meetings and record the minutes.
7. Ensures proper care and use of assigned facilities and equipment; and is partly responsible for the security of the Greene County Community Center.
8. Performs the front desk duties and is responsible for part-time staff to fill the front desk duties in the evenings, weekends, holidays and other times when full-time staff are not available.
9. Coordinates scheduling of facilities with school district and community groups.

10. Responsible for the marketing of the park and recreation programs.
11. Markets recreation programs through various channels including social media; prepares program/event flyers to be passed out at the school.
12. Must be able to work some nights and weekends.
13. Keeps supervisor informed of work progress, problems, and suggestions.
14. Performs other duties as assigned.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation 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 walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.

QUALIFICATIONS FOR APPOINTMENT

Required Knowledge, Skills and Abilities:

- Knowledge of methods, techniques, equipment, philosophy and objectives of a variety of recreation programs designed to meet the needs of various age groups.
- Considerable knowledge of the marketing and promotion of activities.
- Knowledge of CPR, First-Aid, safety precautions required in recreation programming and knowledge of the practices and principles of effective office management.
- Working knowledge of recreation program management and rules of a variety of sports.
- Knowledge of modern office procedures, computer use, and recordkeeping; experience with SportsMan or similar recreation management software preferred.
- Knowledge of fitness equipment, 24/7 access system, Security system, cleaning equipment.
- Knowledge of the Personnel Policies Manual.
- Skills in operating office equipment including computers, calculators, copiers, and related devices.
- Ability to organize and direct recreation programs and events.
- Ability to supervise staff and maintain effective working relationships with employees, volunteers, other agencies, and the public.
- Ability to follow oral and written instructions.
- Ability to communicate effectively, verbally, and in writing.
- Ability to work evenings, weekends, and holidays as required.

Minimum Qualifications:

- High school diploma or equivalent required.
- Graduation from an accredited college or university with a bachelor's degree in recreation management, park management, or related field preferred. Background in aquatics preferred.
- Two or more years of experience in recreation preferred.
- Must possess and maintain a valid Iowa driver's license and be insurable.
- Must be a Certified Pool Operator (CPO) or able to obtain certification within one (1) year of employment.
- Must be a certified lifeguard, certified in CPR & First Aid or able to obtain certification within 6 months of employment.

Statement:

This job description is not intended to be a complete statement of every task and responsibility. It outlines the major duties of the position but may require the employee to perform other tasks as necessary.

