

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Recreation, Parks, Historic and Cultural Affairs Director

**Department:** Recreation, Parks, Historic and Cultural Affairs

**Pay Grade:** 520

**FLSA Status:** Exempt

**Job Code:** R801

#### JOB SUMMARY

The purpose of this classification is to perform professional administrative and supervisory work to direct the programs, services, staff and resources of the Recreation, Parks, Historic and Cultural Affairs Department including parks services, recreation services, cultural affairs and the historic assets. Work involves managing the daily operations of the department with primary responsibility to support the priorities of the Mayor and City Council and the Roswell Recreation Commission, providing for comprehensive, quality programs and services which meet the arts and recreation needs and interests of the community. Work is performed under the general direction of the City Administrator with advice and counsel from the governing authorities identified above.

#### ESSENTIAL JOB FUNCTIONS

- Performs short and long-range department planning; supports the Recreation Commission which sets the direction and policies of the department; develops and implements department operational policies and procedures.
- Serves as a member of varying task forces, committees, and management and planning teams; serves as liaison between governing authorities and City officials and department staff; advises the governing authorities of public and department needs for policy interpretation and development; and prepares presentations to communicate information and provides updates on major projects and initiatives.
- Supervises, directs, and evaluates departmental staff; instructs, assigns and reviews work; maintains standards through the effective coordination of activities; conducts performance evaluations; allocates personnel; resolves difficult employee relations issues; interviews, hires, promotes and discharges personnel as appropriate; ensures staff understands the impact and effect of responsibilities, ensures staff receives training and necessary resources to carry out duties effectively.

- Directs the implementation of department programs and services through subordinate Deputy Directors, managers, supervisors and staff; ensures that operations support the Master Plan and comply with established policies, procedures and related regulations; assesses department effectiveness and performance; and identifies and implements changes to maximize use of resources, achieve goals and objectives, and meet the community's recreational, historic and cultural affairs needs/interests.
- Prepares, administers and defends the departmental operating and capital improvement budget and adjusts priorities as needed with input from the appropriate governing authorities; identifies needs and obtains and allocates resources for the Department; develops alternative funding proposals; issues and obtains necessary equipment, materials, and supplies and ensures their proper inventory, record keeping, repair and maintenance.
- Develops comprehensive/master and strategic plans for all divisions; establishes and maintains partnerships and effective working relationships with other departments, agencies, community groups, and professional organizations; collaborates with parties to maximize resources; and settles disputes between the department and other parties.
- Directs the construction, management, and maintenance of the department's physical resources, including parks, buildings and other recreational, historical and cultural facilities; establishes priorities, policies and procedures to ensure acceptable level of maintenance and repair; oversees the department's capital improvement projects; reviews construction projects; assist with design for facilities.
- Performs a variety of public relations duties including responding to questions and comments from the public about departmental issues; provides information and resolves difficult complaints from the general public, other agencies, and community groups; makes periodic public addresses; represents the City at regional and national functions as directed.
- Ensures programs and services provide for the safety and well-being of employees, program participants, and the general public visiting recreation facilities and parks.
- Directs the establishment and management of department records, files and databases; and maintains the official records of the Recreation Commission.
- Coordinates with a multitude of non-profit organizations and committees including: Art Fund, Friends of Mimosa, Friends of Bulloch, Friends of Barrington, Garden Club of Roswell, Arts Fair, Friends of Roswell Parks, Roswell Beautification, Visit Roswell, Roswell Historic Society, Keep Roswell Beautiful, Atlanta Junior Rowing Association, Atlanta Rowing Association, Roswell Mt. Bike Association, and approximately 20 athletic booster club organizations; and responsible for the management of these relationships to ensure the success of our programs and activities.
- Coordinates emergency response and training in the event of an emergency.
- Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree in recreation administration, public administration or a closely related field required, Master's degree preferred; ten (10) years of progressively responsible experience managing recreation programs, staff and resources; or any equivalent combination

of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Licenses or Certifications:**

- Certified as a Park and Recreation professional by the National Recreation and Parks Association.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

**Special Requirements:**

- None

**Knowledge, Skills and Abilities:**

- Knowledge of the philosophy, theory, principles, practices, techniques and equipment of community recreation programs and public administration.
- Knowledge of City policies, procedures and strategic direction of the appropriate governing authorities.
- Knowledge of City Codes, State laws and ordinances applicable to recreation and parks programs.
- Knowledge of the principles and practices for allocating and managing assigned resources including staff, budgets, facilities and equipment.
- Ability to develop and administer an overall community-wide recreation program.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- Ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

**PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks

also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions, such as traffic hazards.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*