

LEISURE SERVICES DIRECTOR

PURPOSE OF JOB

Under direction of City Manager, responsible for the administration and management of planning, marketing, organizing, staffing and directing all leisure services programs and activities

EQUIPMENT/JOB LOCATION

- The employee will work with modern office equipment.
- The employee will work in an indoor office environment and in the field while organizing, supervising and observing projects and events.
- Some travel will be required.
- Ability to work a flexible schedule.

ESSENTIAL FUNCTIONS OF THE JOB

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.

- Responsible for the management of the department which involves marketing, planning, organizing, staffing and directing all leisure programs and activities.
- Develops and participates in the preparation of the annual departmental budget and is in control of expenditures of appropriation.
- Coordinates all divisions of the department.
- Trains, supervises and evaluates work performance of full time and seasonal personnel; makes recommendations for hiring, discipline and termination; prepares schedules and assignments.
- Establishes and annually reviews departmental goals and objectives.
- Coordinates programs, activities and projects with other departments.
- Maintains liaison with appropriate local, state and federal agencies.
- Prepares and administers state and federal grants.
- Attends and participates in public events to promote departmental activities.
- Establishes and oversees departmental operational procedures.
- Attends and makes presentations at city council meetings.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the principles, theories, practices and concepts of leisure services administration.
- Ability to coordinate events and effectively coordinate and communicate all phases of planning.
- Ability to formulate a departmental budget.
- Demonstrated supervisory and administrative capabilities.
- Experience with media placement, graphic design, print, social media and radio.

- Ability to effectively operate all modern office equipment.
- Knowledge of marketing principles and how they are to be applied in a municipal setting.
- Knowledge of local governmental practices and procedures.
- Ability to evaluate situations and make decisions within the department's area of responsibility.
- Ability to organize meetings with outside agencies, other government entities and members of the public.
- Requires a strong sense of community, desire to educate, organize and host events to promote our area and enhance the quality of life for all of our citizens.
- Ability to work with communities outside the City for the benefit and prosperity of all parties involved.
- Ability to establish and maintain an effective working relationship with the Mayor, City Council, City Manager, other employees and the public.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Any combination of training and experience equivalent to the following can be approved at the discretion of the City Manager.

- Graduation from an accredited four year college or university with a major in Recreation Administration, Leisure Services Administration or related field.
- Progressively responsible experience in administering and supervising a comprehensive recreation program required.
- Must be examined by a City designated physician to make a determination if applicant will be able to perform all essential duties required of this position.
- Requires valid TN driver's license.

MINIMUM STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated machines and tools which include a motor vehicle, computer, printer, typewriter, facsimile machine, copy machine, calculator, and telephone. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifteen pounds of force occasionally, and/or up to five pounds of force frequently. Must be able to lift 25 pounds occasionally.

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

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates or co-workers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Leisure Services Director. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Leisure Services Director.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of Leisure Services Director.

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).

Note: This job description does not constitute an employment agreement between the City of Crossville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change. The City of Crossville is an EEO/Affirmative action employer and does not discriminate on the basis of race, age, sex, religion, color, disability or national origin. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have received a complete copy of the job description and understand the requirements of the job. It is not to be construed as an exhaustive list of all responsibilities and duties required of the job.

Employee Signature

Date