

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Community Recreation Services Administrator</u>
Sch & Grade	<u>PAT-10</u>
Class Code	<u>BE40</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Recreation</u>

PRIMARY PURPOSE:

Plan, organize, direct, and coordinate the operations of General Recreation offered by the Divisions of Recreation, Special Facilities, Jordan Valley Ice Park or Park Administration; responsible for policy formulation and strategic planning.

SUPERVISION:

Under general supervision of the appropriate City-County Superintendent or departmental designee; supervises professional, technical and support staff personnel.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Oversees the development, implementation, and administration for assigned sections of the City-County Recreation, Special Facilities Divisions, Jordan Valley Ice Park or Park Administration areas. Including adult and youth sports programs, major special events and festivals, municipal programs, Concessions and Catering, and the operation of recreational facilities such as swimming pools, community metropolitan parks, natural and environmentally sensitive areas, agricultural areas, Jordan Valley Park, community sports centers, Sister Cities-affiliated programs and school-park programs.
2. Formulates and establishes appropriate policies and procedures for recreation programs and the utilization of recreation facilities.
3. Supervises assigned City-County staff members responsible for varying program areas; conducts performance evaluations, schedules and approves leave, recommends and implements disciplinary action, participates in and makes recommendations regarding hiring decisions, training, and provides guidance of division activities as requested appropriate superintendent or department designee.
4. Prepares, evaluates, and monitors assigned sections of the Recreation, Special Facilities, Jordan Valley Ice Park, or Park Administration budget.
5. Prepares a variety of reports and maintains required records.
6. Delivers presentations to the Park Board, general public, and City-County staff members regarding park and recreation programs and issues.
7. Develops, implements, and provides training for a wide range of safety and risk management programs and best practices throughout the parks and recreation programs and facilities, as assigned.
8. Develops and implements short and long-range program plans based upon needs assessment.
9. Oversees and/or participates in the planning and organizing of major events and festivals such as Firefall, ArtsFest, concerts, downtown activities, professional and amateur events of a national, regional, state, or local nature, or other special recreation activities.
10. Coordinates the development, approval, and dissemination of publications such as brochures, manuals, and flyers for assigned recreation programs.
11. Travels to various program and facility locations throughout the city.
12. Implements and directs park and recreation facility emergency plan procedures where needed.

IMPORTANT FUNCTIONS:

1. Attends seminars, conferences, workshops, and other training for professional development purposes.
2. Utilizes computer software applications such as word processing, spreadsheets, and/or databases, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, and methods relating to recreation programming; supervisory principles and techniques; financial analysis relating to budget.

Abilities

Effectively supervise the management and operations of multiple city-county community centers, community metropolitan parks, special facilities, ice facilities, sports centers, tennis centers and schools; market and administer public relations information to the general public for all community centers, classes, leagues, rentals, meetings, and membership programs; analyze and evaluate community programs and supply appropriate information pertaining to management such as marketing and budget information; develop, plan and implement large special events for the community; make sound recommendations utilizing judgment; communicate clear goals and objectives for the community center section, special facilities such as lakes, agricultural and environmentally sensitive areas, school-park section, Jordan Valley Park division, Sister Cities and cultural exchange programs, special events section, Concessions and Catering section, sports section, and tennis section; communicate effectively both verbally and in writing; maintain accurate records and prepare clear and comprehensive reports; follow oral and written instructions; present an overall professional image; prepare clear and comprehensive reports; work effectively and courteously with outside associations and agencies, program participants, as well as associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Requires graduation from an accredited college or university with a Bachelor’s degree in Recreation, Physical Education, Business Management, Facility Management, Event Management, International Affairs, Environmental or Conservation areas or a closely related area plus four years of experience in developing and supervising recreational community center programs, environmental/conservation education, tennis centers, agricultural development, school-park programs, safety and risk management programs, international affairs/cultural programs, or sports programs depending upon assignment. Directly related experience in developing and supervising related program areas may be substituted for the educational requirement on a year-for-year basis.

Physical Requirements

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes and pulls 60 pounds; holds and grips objects; must be able to observe leisure programs for evaluation purposes and to identify facility and operational concerns.

Working Environment

Primarily indoor working environment; may be exposed to extreme heat, cold, dust, and/or pollen when supervising or coordinating recreational programs held outdoors and/or when making on-site program and facility evaluations.

Licensing/Certification

Certified Park & Recreation Professional (CPRP) is desirable. If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's license. Certifications appropriate or typical to specific divisional areas is desirable. If assigned to Tennis, United States Professional Tennis Registry (USPTR) and or United States Professional Tennis Association (USPTA) is desirable. Safety certifications are desirable based upon assignment.

Miscellaneous Requirements

Subject to working some weekend and evening hours for meetings, special events, programs, etc. as required.

Last Revision: February 2012	GENERAL ORDINANCE NO. 4906
Comments: Add Concessions & Catering; Update Abilities	Date: June 1999

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____