

City of Vicksburg Job Description

Job Title: Department Head I Parks and Recreation

Department: Parks & Recreation / Programs

Reports To: Board of Mayor & Aldermen

ELSA Status:

Prepared By:

Prepared Date:

Revised Date:

Approved By:

Approved Date:

Summary

Plans, promotes, organizes and administers public recreation service for entire City of Vicksburg.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

Selects, develops, and supervises paid staff and

Studies local conditions and develops immediate and long range plans to meet recreational needs of all age groups.

Prepares budget and directs expenditure of department funds and keeping of department records.

Interprets recreation programs to public and maintains cooperative planning and working relationships with allied public and voluntary agencies.

Certifies officials for all leagues and schedules them for games.

Responsible for interviewing perspective employees and training new employees.

Supervisory Responsibilities

Manages and supervises employees in the Parks and Recreation Department /

Programs. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

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.

Education and/or Experience

B in Recreation, or a related field, with at least five years of related work experience, including at least three years' experience as a supervisor, or a high school diploma with years related experience and/or training including five years as a supervisor.

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 add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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 Witten oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet software (Quatropro) and Word Processing software (WordPerfect).

Certificates, Licenses, Registrations

Must have a valid license.

Other Skills and Abilities

Must be able to work well with the public and a range of ages.

Other Qualifications

A modified work schedule, including nights and weekends, may be required at times.

May be required to be on-call.

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 regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and 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 is regularly exposed to wet and/or humid conditions and Outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.