

CITY OF ALEXANDER CITY, ALABAMA

PARKS & RECREATION DEPARTMENT RECREATION DIRECTOR - COOPER CENTER

SALARY: GRADE - 16

JOB DEFINITION

This position is primarily responsible for managing the recreational activities and facilities at the Cooper Recreation Center. Directs and supervises assigned personnel in the performance of normal recreational and maintenance activities. Duties also include the planning and implementation of the budget, keeping of records, collection of monies, keeping timesheets, responsible for equipment maintenance, and special projects. Incumbent works under the general supervision of the Parks & Recreation Department Director.

ESSENTIAL FUNCTIONS

- Manages the planning, program implementation, and maintenance of Cooper Recreation Center properties, and in the supervision of the staff.
- Maintain Cooper Recreation Center grounds, fields, pools, parking lots, and other facilities.
- Operates and performs routine maintenance with a variety of hand tools and power equipment including mowers, tractors, chain saws, string trimmers.
- Determines priorities and supervises assigned personnel.
- Assists in the hiring, transfer, suspension, or discharge of assigned personnel.
- Establishes work standards and conducts employee evaluations.
- Trains personnel in correct and safe methods and procedures necessary to accomplish their work.
- Assists in the planning and implementation of the budget.
- Keeps and maintains assigned employee records and time sheets.
- Plans and coordinates maintenance support for special projects.
- Performs other job-related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the principles, theories, and practices of Parks & Recreation Department.
- Considerable knowledge in the use and/or effects of herbicides, pesticides, fungicides, insecticides, and/or fertilizers.
- A working knowledge of the principles, theories, and practices of budget management.
- Ability to supervise others by assigning/directing work; conduct employee evaluations, staff training, and development; take appropriate disciplinary/corrective actions; make hiring/termination recommendations, etc.
- Ability to control vegetation, mow, weed and seed, sod, and remove litter.
- Ability to run, maneuver, navigate, or drive vehicles or mechanized equipment.
- Good communication skills to include the ability to speak clearly, concisely and effectively; listen to and understand information and ideas presented verbally.
- Ability to understand principles, theories, and practices of records management.
- Ability to deal with the public in a firm and congenial manner.

QUALIFICATIONS

Be a graduate of an accredited high school. Two year Associate Degree is preferred. Two (2) years of experience in the maintenance of grounds and public facilities. Two-four years experience in the supervision and leadership of subordinates. Possess a valid Alabama drivers license, and a driving record suitable for insurability. Willing to work non-standard hours and overtime as required. Willing to travel overnight to attend continuing education courses and workshops. Be physically able to perform the essential functions of the position.

POSTING DATES: April 19– May 3

City Employees interested in this position should contact Kathy Railey at 256-329-6782. Seniority alone will not be the determining factor, as all applicants must meet the job requirements. Probationary employees are not eligible to apply.

The City of Alexander City is an Equal Opportunity Employer