

CITY OF STEUBENVILLE

JOB OPENING

There is a **full-time** position open in the **PARKS & RECREATION DEPARTMENT** for a **Parks and Recreation Director**.

DUTIES: See Attached Job Description.

HIRING PROCESS: A letter of interest, resume and a minimum of five professional references will be accepted for this position at citymanager@cityofsteubenville.us or by mail to the City Manager, 115 South 3rd St., Suite 103, Steubenville, OH 43952 by **Monday, March 20, 2017**.

The City of Steubenville is an EQUAL OPPORTUNITY EMPLOYER.

**CITY OF STEUBENVILLE
POSITION DESCRIPTION**

TITLE: PARKS AND RECREATION DIRECTOR

RESPONSIBILITY

Under the administrative direction of the Parks and Recreation Board, is responsible for planning, coordinating, and directing all of the activities of the Recreation Department; performs related tasks as required.

TYPICAL TASKS

Plans the overall recreational program of the city based on direction from the Parks and Recreation Board; arranges for employment of seasonal instructors and recreation leaders, part-time and full-time employees as needed, submits publicity releases to the local media informing the community of the various recreational program available;

Attends meetings of the Parks and Recreation Board and with groups such as Y.M.C.A. and Y.W.C.A, Chamber of Commerce, County Recreation Groups, Board of Education and others, to maintain communication for the maximum utilization and betterment of the available recreational facilities;

Organizes various recreation programs by making certain adequate space and equipment is available; reviews and submits for approval of the Board - recreation programs and schedules, equipment and manpower requirements; conducts staff meetings with subordinates to interpret policies and procedures to be observed and to discuss work or program progress and objectives;

Develops procedures, reporting methods and formats for the guidance of subordinate personnel;

Supervises personnel by personally observing work performance and by analysis of work results in relation to established objectives; trains new personnel in acceptable work methods;

Coordinates recreational activities by disseminating necessary information to all personnel concerning times and locations of future events, fees to be charged, transportation arrangements, scope of programs, eligibility for participation; keeps employees informed of changes in programs, schedules, etc.;

Orders supplies and equipment as needed;

Administers the acquisition, planning, design and construction of recreation and park facilities; operates and maintains all area and facilities under department control;

Assigns areas of responsibility to park employees, part-time recreation aides and recreation coordinator; interviews applicants for vacancies within the department; recommends to the Board the employment of persons to fill vacancies;

Periodically observes employees in action so as to judge their competence;

Meets periodically with employees to review policies affecting the development of recreation programs, pool regulations, fees to be charged, etc.;

Informs employees, privately, how they can improve their work performance; instructs employees as to their duties and responsibilities, especially when injuries occur;

Recommends recreation equipment be repaired or replaced;

Directs the development of athletic league; appoints sports officials; resolves disputes;

Maintains records and prepares reports; prepares annual and periodic reports as required; recommends an annual budget to the Parks and Recreation Board;

Performs other related tasks, as required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES (at time of filing application)

Knowledge of the principles and techniques of planning, administering, and coordinating a variety of recreational programs suitable for a municipality of 18,000 residents; knowledge of the rules and skills of a variety of athletic activities; knowledge of games and contests suitable for small children, youths and adults; knowledge of a variety of arts and crafts; knowledge of recreational activities suitable for senior citizens; ability to write and speak effectively; ability to plan a variety of recreational programs; ability to supervise others; ability to be a strong communicator and develop and maintain effective working relationships with associates, city officials, community agencies and the general public; ability to evaluate the work of subordinates and to train new employees when necessary; ability to develop effective program within the constraints of budget and facilities; ability to maintain records and prepare reports; ability to develop a budget, project cost estimates and write specifications for various equipment and supplies utilized within the parks and recreation program. Above all else the Parks and Recreation Director will give personal attention to the community through their passion and vision for parks and recreation.

DESIRABLE TRAINING AND EXPERIENCE REQUIREMENTS (at time of filing application)

Bachelor's degree preferably in Parks and Recreation or related field and sufficient (time and quality) experience demonstrating a high level of competency and passion for recreation and the recreational needs of the City of Steubenville.

The individual will demonstrate strong skills in the areas of leadership, communication, interpersonal relationship building, professionalism, strategic thinking, accountability, ethics and innovation.

LICENSES

Ability to obtain state licenses that may be needed, including, but not limited to the following: State of Ohio motor vehicle operator's license and Ohio pesticide applicator license.