

**CITY OF HUMBOLDT
POSITION DESCRIPTION AND SPECIFICATIONS**

Position Title:	Recreation Director	Incumbent:	
Department:	Recreation	Reports to:	City Administrator
		FLSA Status:	Exempt

POSITION PURPOSE

To provide leadership, organization, and supervision for day-to-day operations of the Recreation Department as part of the municipal recreation program.

REPORTING

Works under the supervision of the City Administrator and implements policies established by the Park Board. Supervises all seasonal/temporary recreation and aquatics center employees.

PRINCIPAL ACCOUNTABILITIES

Plans, develops, implements, and evaluates youth, adult, wellness, special events, cultural, and special population programs.

Maintains and operates the Humboldt Family Aquatics Center and municipal building weight room.

Interviews and hires staff, delegates work assignments and reviews job performance.

Maintains accurate documents and records, prepares monthly reports and provide recommendations to the Park Board and City Administrator.

Prepares promotional material, public relations activities, volunteer recruiting and recognition, and coordinates all Park Board activities.

Schedules programs, activities and events in cooperation with the school district, religious organizations, or civic groups.

Prepares weekly program public service announcements, advertising, flyers, announcements, legal notices, informational brochures, or other public information.

Prepares public presentations to schools and speaks to service clubs, civic groups or other community-minded organization on parks and recreation department activities.

Organizes, prepares agendas and appropriate reports for, and attends monthly Park Board meetings.

Assists Park Board in determining department policies and operations, staff recommendations, annual budget, purchases of capital equipment, and program evaluations.

Prepares annual department budgets, monthly activity reports, staff communications, staff reviews, and expenditure reports for the City Council and Park Board.

Works closely with the Humboldt Swim Team, School District personnel, local businesses, and other interest groups to advance the needs of the Department and the organization.

Prepare related handbooks and manuals for all Departmental programs and be familiar with rules and regulations of all programs.

Conducts routine on-site program checks to monitor staff and solve problems.

Oversees all fundraising activities and secures sponsorships for the Department.

Attends City department head meetings on a weekly basis.

Provides aquatics center management including the following: preparing operation and lifeguard manuals, evaluating Red Cross programs, staff and equipment; maintaining and ordering equipment, providing staff safety training and review safety procedures, and ensuring compliance with State and Federal pool rules; working closely with staff to provide a safe, hospitable, and clean facility; screening, selecting, training, supervising, and recognizing pool volunteers; assisting with seasonal opening and winterizing of the facility and other duties as needed.

Serves on select committees and boards as they pertain to the position.

Participates in short and long-term planning of capital improvement projects.

Prepares grant applications for various federal, state and local funding opportunities.

SPECIFICATIONS

Skills and Abilities

Ability to plan, organize, and supervise the activities and personnel involved in carrying out recreation programs; communicate in both written and oral forms fluently and effectively; establish and maintain effective working relationships with the Mayor and City Council, private and public organizations, other employees, and the Park Board; keep records and make clear and concise reports; develop rules and regulations to govern use of recreation facilities.

Valid Iowa Driver's License, or ability to obtain one prior to employment; CPR and First Aid Certification, or ability to obtain one prior to employment; Certified Pool Operator's License, or ability to obtain one within first year of employment.

Ability to operate swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc.; calculator; copy and fax machine; phone; and personal computer.

Educational Development

Graduation from an accredited college or university with a 4-year degree in recreation, physical education, health, education or a closely related field. Equivalent combination of work and education may be substituted.

Experience

Thorough knowledge of the principles and practices of public administration and public recreation planning and development is desired and considerable knowledge of the facilities, equipment, and staffing needed in a comprehensive recreation program as acquired through two to five years of related experience.

Physical, Mental and Visual Effort

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Working Conditions

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

DISCLAIMER CLAUSE

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the Employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date