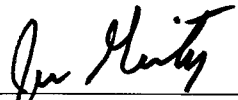


City of Fernandina Beach
Job Description


City Manager's Signature
9.18.14
Date

Title: Parks and Recreation Director
Department: Parks & Recreation
FLSA Status: Exempt
Reports to: City Manager
Salary Grade: 140

Minimum Qualifications:

- A. Education and Experience: Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Public Administration or a related field. Five (5) to seven (7) years' experience as a Director of Parks & Recreation for a similar sized program. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Certifications:
Valid driver's license required. NRPA Certified Leisure Professional
- C. Knowledge, Abilities and Skills:
Knowledge of modern personnel management practices. Knowledge of turf management and horticulture. Knowledge of parks maintenance equipment and recreation equipment. Knowledge of operating and capital budgeting techniques. Knowledge of principal and theory of recreation programming. Ability to motivate and lead subordinate staff. Ability to plan the most cost effective use of staff and equipment. Ability to develop innovative ways of generating revenues for parks and recreation facilities. Skill in dealing with community groups and individuals. Must have high level of interpersonal skills; position requires demonstrated good judgment, tact and diplomacy. Excellent oral and written communication skills required.

General Description:

Administers and directs a comprehensive community parks and recreation department to include parks maintenance, ocean beach operations, municipal athletic fields, and recreation programming. Work is performed under the administrative direction of the City Manager.

Essential Functions:

1. Directs operation of all departmental functions, i.e. parks and maintenance, recreation programming, etc. through various subordinates.
2. Deals with personnel issues, performance evaluations, purchasing procedures, etc.
3. Plans for future parks and recreation improvements and programs.
4. Prepares and justifies operating and capital improvement budgets.
5. Recruits and selects the professional and other personnel in the department.

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6. Controls and supervises department expenditures ascertaining present and future needs for equipment, facilities and programs and prepares plans to meet these needs.
7. Gives direction and guidance to department staff by developing standards and principles of operation with staff or establishing goals and objectives.
8. Attends and conducts various meetings.
9. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
10. Performs other duties as assigned.

Essential Physical Skills:

Acceptable eyesight, hearing (with/without correction), ability to communicate both orally and in writing, smelling, reaching, pulling, pushing, walking, sitting, standing, kneeling, bending, balancing, stooping, climbing, crawling. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions:

Works inside in an office environment with frequent visits to outdoor parks and recreational sites.

Key Competencies: Integrity, Business acumen, Professional knowledge, Problem Solving, Interpersonal skills, Communication (oral and written)