

***City of Ocean Springs***  
**JOB DESCRIPTION**

**DIRECTOR OF PARKS AND RECREATION**

**DEPARTMENT**      Parks and Recreation  
**REPORTS TO**        Mayor  
**STATUS**             Exempt  
**LAST REVISED**    April 21, 2020

**GENERAL PURPOSE**

The Director of Parks and Recreation is responsible for the overall operation and function of the Parks and Recreation Department and all of its budget, personnel, equipment, programs, rental facilities and special events. Work involves analyzing program effectiveness, managing, planning and supervising recreation programs to include but not limited to special events, youth recreational and senior programs.

**SUPERVISION EXERCISED**

Exercises administrative direction over the Parks and Recreation superintendents and other support staff, part time, contracted or seasonal personnel either directly or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, directs and coordinates the management of a comprehensive city wide program including public parks, playgrounds, ball fields, athletic leagues, instructional programs, rental facilities, after school/summer camp programs and special events.
- Assists and advises the governing authority on formation of policies and procedures as they relate to the department. Execute and interpret the policies, rules and regulations of the city to meet public service commitments.
- Selects, supervises, and directs training and evaluation of all staff members. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Prepares budget, supervises expenditure of funds, and is responsible for accurate accounting of funds. Makes presentations to the governing authority regarding the needs and funds of the department.
- Works collaboratively with citizens, other city departments, and outside organizations such as the Ocean Springs School District and various community based organizations to effectively deliver recreation.
- Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops, maintains and implements short and long term goals for Parks and Recreation.
- Prepares cost estimates to plan and provide for improvements in the park facilities; oversees construction projects and park improvements.
- Supervises and manages the planning of new parks, playgrounds and all of the amenities that would be necessary for the proper construction and maintenance of these facilities.
- Oversees the beautification and landscape maintenance of the parks, ball fields and other city facilities.
- Supervises the maintenance and repairs to athletic equipment, athletic fields, tennis courts, and piers.

- Responsible for the marketing and promotion of the Parks and Recreation programs and facilities, including maintenance of web-site content and social media.
- Attend all city board meetings and Parks Advisory board meetings.
- Performs all other duties required or assigned by the Mayor.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Graduation from an accredited College or University with at least a Bachelor of Science Degree in Recreation, Management, Administration, or related field.
- Three (3) to Five (5) years' experience in an Administrative position, in recreation, and/or ten (10) years in recreation programming.
- Child Care License is highly preferred. Employment is contingent on ability to obtain licensing within a 6 month period of employment date.
- Certified Park and Recreation Professional (CPRP) as granted by the National Recreation and Park Association (NRPA)
- An equivalent combination of education and experience.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of the principles and practices of Recreation services in a Municipal setting.
- Ability to plan, organize, coordinate and implement a comprehensive community park and recreation program to meet community needs.
- Considerable knowledge of the principles and practices of maintenance, construction, use of public buildings and parks facilities.
- Considerable knowledge of public administration, including budget preparation and control, purchasing and personnel management.
- Considerable knowledge of modern and effective supervisory principles and practices including communication, leadership, motivation and conflict resolution.
- Possesses the ability to communicate effectively orally and in writing.
- Possesses the ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the public.

### **ADDITIONAL REQUIREMENTS**

- High level of proficiency in Microsoft Word, Excel, Outlook, and Power Point.
- Must have, or be able to obtain, a valid drivers' license issued by the State of Mississippi
- Must clear all background checks, to include, but not limited to, Child Abuse Registry and fingerprinting. Must be bondable.
- If employed, must be able to relocate at your own expense, within a 50-mile radius of City Hall, within 6 months of employment date

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those an employee encounters in order 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 frequently required to sit; speak and hear; to use close vision and ability to adjust focus accordingly; to use hands and fingers to handle or operate objects or tools including but not limited to telephone, computer keyboard, computer mouse; and to reach with hands and arms. The employee is occasionally required to walk; to stand; to lift and/or move up to 50 pounds.

**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, in some cases, with disability to perform essential functions.

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

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

**SELECTION GUIDELINES**

Formal application; rating of education and experience; interviews and reference checks; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employees and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature \_\_\_\_\_ Date \_\_\_\_\_