

# CITY OF SATELLITE BEACH

## JOB DESCRIPTION

**JOB TITLE:** RECREATION DIRECTOR

**DEPARTMENT:** RECREATION

### GENERAL DESCRIPTION:

Recreation work directing programs and special events programs including marketing and public relations activities. Development of future facility needs. Work is performed under the general direction of the City Manager.

### ESSENTIAL JOB FUNCTIONS:

1. Oversees development and implementation of recreation programs and special events.
2. Assists with clerical/office help as required.
3. Performs public speaking functions and community relations work.
4. Maintains, compiles and retrieves various reports and records.
5. Prepares annual department budget.
6. Responsible for interviewing, hiring and terminating full time, part-time and contractual employees.
7. Develops and implements recreation volunteer programs.
8. Staff liaison to Recreation Board and Samsons Island Park Development Committee.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### MINIMUM QUALIFICATIONS:

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of recreation principles and practices.
- Knowledge of public relations.
- Knowledge of planning, organizing, and supervising recreation programs and special events.
- Knowledge of City's policies, procedures and practices.
- Ability to work effectively with various people.
- Ability to perform several tasks at once.

**KNOWLEDGE, SKILLS AND ABILITIES (continued)**

- Ability to work under pressure and meet deadlines.
- Ability to meet the public.
- Organizational and safety skills.
- Ability to type using PC-based word processing software.

**EDUCATION AND EXPERIENCE:**

- Bachelor Degree in related area. Five (5) years experience in recreation/leisure field.
- Professional Certified with State Association, Florida Recreation and Parks Association.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing.

**ENVIRONMENTAL CONDITIONS:**

- Works inside and outside as activity requires.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)