LEISURE SERVICES DIRECTOR

DEFINITION
Under administrative direction of the City Manager and/or the Assistant City Manager, manages and personally performs all phases of a comprehensive leisure services program; provides professional leisure services advice and assistance to the City Council, policy recommending commissions, City management staff, and community groups, and works with other governmental agencies.

EXAMPLE OF ESSENTIAL OR IMPORTANT DUTIES

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Leisure Services Department.
- Prepares and administers the department’s biennial budget.
- Plans, organizes, assigns, directs, reviews, and evaluates fee-sustained programs such as youth services, adult sports and a variety of community referral and services activities.
- Assesses community leisure service needs.
- Prepares applications for and administers Federal and State grants.
- Insures proper supervision of full-time and contract instructors providing leadership for City-supported and fee-based programs.
- Selects part-time employees and provides for their training and professional development.
- Interprets and implements City policies, procedures and ordinances.
- Prepares or directs the preparation of a variety of periodic and special reports as well as analytical studies.
- Makes verbal presentations to public groups.
- Represents the City in meetings with representatives of local and regional governmental agencies, professional and community based organizations and the public.
- Provides staff support to a leisure services related commission.
- Performs other related duties as may be occasionally required.
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ESSENTIAL QUALIFICATIONS

Knowledge Of:

➢ Principles and practices of leisure service program assessment, development and implementation.

➢ Recreational facility and park design.

➢ Modern management and supervisory practices.

➢ Budget preparation and administration.

➢ Report writing and research methods.

➢ State and Federal grant application and administration.

Ability To:

➢ Accurately evaluate the leisure services needs of the community.

➢ Manage a comprehensive community wide leisure services program.

➢ Communicate effectively with all segments of the community.

➢ Supervisor to both part-time and full-time staff.

➢ Analyze complex problems, evaluate alternatives and make creative recommendations.

➢ Exercise sound judgement within general policy guidelines.

➢ Use initiative and independent judgement.

➢ Communicate clearly and concisely, both orally and in writing.

➢ Effectively evaluate the productivity of others.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience – A minimum of four years of increasingly responsible experience in the management/supervision of a community oriented leisure services or recreation program.

Education – Possession of a degree from a four year college with major course work in recreation, leisure services, public or business administration, or a closely related field.
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SPECIAL REQUIREMENTS

Essential or important duties require the following physical abilities and work environment:

- Ability to work in an office environment; see detailed printed material; hear normal spoken conversations; to speak clearly.
- Lift items weighing up to (50) pounds.
- To travel independently to different sites; to work a two-week period, eight (9) hour days, and one (8) hour day with every other Friday off-or a similar schedule equivalent to a (40) hour work week as may be determined.

LICENSE

Possession of a California Driver’s license and a satisfactory driving record.