

GENESEE COUNTY PARKS AND RECREATION DIRECTOR

GENERAL STATEMENT OF DUTIES: Serves as chief operating officer of the Parks and Recreation Commission; highly responsible position directing activities, and implementing policies, of the Genesee County Parks and Recreation Commission, subject to Rules, Regulations and general control directives, relating to the Commission, adopted by the Genesee County Board of Commissioners; develops and directs a comprehensive program of parks and recreation related activities that are directed at diverse populations; develops programs that ensure the maintenance of park infrastructure; provides leadership to the administrative and supervisory staff of the Commission; ensures the development of a comprehensive Commission budget; develops programs which monitor the effectiveness of Commission programs; develops a public relations program which generates public support for the parks and millage; performs related duties as required.

STATEMENT OF TASKS:

Develops Genesee County Parks and Recreation Master Plan and capital development programs to implement broad program changes;

Plans and develops short and long range goals, objectives and programs;

Generates support for the Genesee County Parks and Recreation Commission millage through a comprehensive public relations program;

Directs program review and management improvement studies involving the analysis of departmental systems, organization, methods, structures, functions, work procedures, basis of operations, and elimination of the duplication of programs and work effort;

Plans, develops and directs an expanding, balanced program of parks and recreation activities at Parks and Recreation Commission facilities which are of interest to the various segments, groups and age levels of the community;

Maintains an awareness of contemporary park facility trends and innovations to ensure an on-going and developing program which accurately reflects public park requirements;

Develops in-service training programs for Parks and Recreation staff;

Meets with government officials and concerned citizens to discuss, gather input and seek approval of the Commission's actions that affect their communities and constituencies;

Directs the preparation of grant applications to federal, state, and private agencies for Parks and Recreation programs and park expansion;

Develops and administers annual budget providing financial direction ensuring that all budgetary and management controls are maintained;

Attends meetings and functions as a liaison with agencies and groups that are concerned with parks and recreation, such as service clubs, other units of government, school districts and other interested organizations.

Supervises staff and serves as the appointing authority for personnel matters involving employees within the department;

Represents the Parks and Recreation Commission in labor relations matters.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of parks and recreation principles and programs;
Knowledge of parks and recreation planning and development;
Knowledge of advanced management;
Knowledge of public administration;
Knowledge of human resource management and labor relations;
Knowledge of financial and budget management;
Knowledge of federal, state and local laws pertaining to operation of parks system;
Ability to establish effective working relationships with government officials, bargaining units, other employees and the general public;
Ability to interpret parks and recreation programs and procedures;
Ability to plan, organize, direct and evaluate the work performed by parks and recreation employees;
Ability to prepare budgets and write reports as may be required;
Ability to present oral and written financial, operational and other types of reports as required;
Ability to work unusual schedules in accordance with program needs;
Ability to deal effectively with diverse groups of employees;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Park and Recreation Administration, Park and Recreation Resource Development, Park Administration, Recreation Administration, Business Administration or Public Administration;

And

Eight (8) years of experience in park management, recreation, natural resource management, public administration, business management or public administration; two (2) years of which must be as a chief or deputy operating officer of a comprehensive park and recreation system.

Revised: June 1, 1999


Personnel Director