



Office of the Town Manager

114. N Raiford Street

Selma, North Carolina 27576

Phone (919) 965-9841

[www.selma-nc.com](http://www.selma-nc.com)

## **PARKS AND RECREATION DIRECTOR**

### **General Statement of Duties**

Performs administrative and managerial duties in planning, developing, and organizing the municipal parks, and recreation programs.

### **Distinguishing Features of the Class**

An employee in this class performs a variety of administrative, supervisory, and professional duties in the management of parks and recreation activities for the Town. The employee develops and plans work operations, projects departmental growth and development, and develops new and modifies existing policies and procedures. The Director manages the short-term plans and day-to-day activities through professional, technical, or other staff including the selection, training, appraisal, and supervision of full-time, part-time, and seasonal staff. Work involves long range planning for facilities development and capital improvement, parks acquisitions, and program expansion to meet population needs. Work requires extensive public contact with private groups, civic organizations, county and town officials, and the general public in the promotion, development, and direction of the parks and recreation program. Work also includes operational and capital budgeting and planning for facilities and other needs. The employee may participate in the work of staff and is subject to hazards in parks and recreation work including working in both inside and outside environments, noises, and atmospheric conditions. Work may be subject to the final OSHA standards on blood borne pathogens. Work is performed under the supervision of the Town Manager and reviewed through periodic conferences, reports, results, and feedback from the general public.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks:**

- Plans, directs, and participates in providing an expanding and flexible program of recreational and leisure services for all segments, groups, ages, and interest levels of the community including parks, swimming pools, playgrounds, festivals, civic center, parades, athletic fields, and other related programs and facilities; recreation programming is varied, including athletics, camps, and senior citizen activities.
- Allocates and supervises the work of subordinates; provides programs of training for staff subordinates.
- Makes regular inspection of facilities and grounds to ensure adherence to standards, safety concerns, and need for attention and repair.
- Keeps schedules and reports concerning the use and maintenance of all facilities and equipment; prepares and directs the preparation of periodic and special activity and program reports.
- Studies and analyzes program, facilities, and needs of the community; adjust programming as necessary; responds to public requests and complaints.
- Participates in programming activities including athletic scheduling and staffing for leagues and seasonal play.
- Handles the personnel management functions for the department including recruiting, hiring, training, assigning work, evaluating, and other functions.

- Directs the preparation of the departmental budget, submits recommendations to Town management; coordinates and monitors the expenditure of funds, identifies, develops, and administers grants.
- Develops long range plans for recreation programs and facilities according to anticipated Town growth, future interests, and expanded parks and recreation needs.
- Recommends the acquisition and development and maintenance of park and playground areas, and of structures and facilities, to best serve the wide interests of the community.
- Counsels and receives input from community groups, neighborhood groups and individuals regarding the parks and recreation needs and problems and utilizes such input for overall planning and programming.
- Interprets the recreational and parks programs through press releases and other publicity and through cooperative planning and effective working relationships with the County and other community agencies and groups both public and private.
- Attends meetings of department heads, boards, agencies, and community groups to present department programs and needs.

#### Additional Job Duties:

- Attends Town Council meetings as needed and/or required.
- Performs related duties as required.

### **Recruitment and Selection Guidelines**

#### Knowledge, Skills and Abilities:

- Thorough knowledge of programs, laws, and processes required in municipal parks and recreation administration.
- Thorough knowledge of the principles and methods of parks and recreation planning and development.
- Considerable knowledge of liability issues and related prevention methods relating to municipal parks and recreation programs.
- Considerable knowledge of land use ordinance and resulting parks and recreational needs.
- Considerable knowledge of public sector budgeting, grant administration, personnel administration, and purchasing, including related laws and Town policies.
- Considerable knowledge of modern and effective supervisory principles and practices including leadership, hiring, motivation, communications, performance coaching and evaluation.
- Skill in collaborative conflict resolution.
- Ability to develop and execute a program of recreational and parks programming, and facility and grounds maintenance activities.
- Ability to organize, evaluate, motivate, and direct work of technical, labor, administrative, and professional employees, including part-time, seasonal, and volunteer arrangements.
- Ability to develop and maintain effective relationships with local officials, the public, and employees.
- Ability to communicate effectively in oral and written forms, deliver presentations, and to promote a customer service focus.
- Ability to write policies, grants, and reports supporting the programs and activities of the department.

#### Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer, do extensive reading, drive a motor vehicle, and be able to inspect work of others.

#### Minimum Requirements:

- Graduation from an accredited College or University with a bachelor's degree in Recreation Administration, Public Administration or a closely related field.
- 5 years of supervisory experience
- 5 years of government experience (local, state, or federal)

#### Preferred Special Requirements:

- Valid North Carolina Driver's License
- At least 5 years of governmental budgeting experience
- Master's Degree in Parks, Recreation, Tourism and Sport Management, Public Administration, or a closely related field.

The salary range for this position is \$58,561-\$90,716. The hiring salary for this position will be \$58,561-\$62,716. This is a salary grade 16.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application*. It is preferred that all completed and signed Employment Applications be submitted via email to [lblanton@selma-nc.com](mailto:lblanton@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.