

JOB DESCRIPTION

City of Kerrville, Texas

Effective Date: June 2017

Position Title:

Position Control #: 156-B01

PARKS AND RECREATION SPECIALIST

Department	Parks & Recreation	Pay Grade	25
Division	Recreation	FLSA Classification	Exempt
Immediate Supervisor	Director of Parks & Recreation	Employment Status	Regular Full-Time

Job Summary:

The purpose of this position is to manage, operate and maintain aquatics, and recreation facilities, programs, and special events year-round. This is accomplished by supervising and coordinating staff; planning, managing and marketing programs, events, facilities; preparing and monitoring budgets; and interacting with city departments, employees, other agencies, and citizens. This position requires a flexible schedule.

Disclaimer: *The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*

Principle Duties and Responsibilities:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

1. Manage the aquatics and recreation divisions, reservation system operations, and personnel including hiring, training, and scheduling of staff.
2. Effectively manage operations, programs, and marketing through proper allocation of staff, equipment, and budget.
3. Produce programs and special events from conception to completion. Responsible for the organization, implementation, coordination, and evaluation of all aspects of programs and events. Maximize planning and best practices to ensure success of programs / events.
4. Research, adjust, and implement best practices which relate to the needs of the department.
5. Create the necessary strategy and materials to market and promote facilities, programs, and events to ensure maximum media coverage, attendance, and utilization. Responsible for updating the department website.
6. Maximize revenue production through creative programming, sponsorships, and quality control.
7. Create, maintain and be accountable for accurate records, expenditure and revenue budgets, and cash handling.
8. Monitor and ensure safety of staff and participants involved in programs and / or using facilities.
9. Maintain harmony among staff and resolve conflicts / grievances; assist subordinates in understanding / performing duties; adjust procedures, as needed, coordinate internal and external work teams, and address errors and complaints.
10. Respond to public inquiries, problem-solve, and work to provide positive public relations for the department and City.
11. Responsible for coordination of the external special event application process.
12. Ensure compliance with insurance, legal, health and safety obligations.
13. Assist, as needed, with the delivery of departmental planning, operations, and policies.
14. Perform other duties as may be assigned.

Required Knowledge, Skills and Abilities:

- Strong aquatics, athletics, recreation, and special event planning, operations, programming, and budgeting skills.
- Excellent communication, supervisory, and time management skills.
- Ability to effectively plan, organize and maintain records, implement written policies, and maintain good working relationships with people of all ages.
- Ability to exercise good judgment and provide technical assistance to assigned staff and other city staff.
- Ability to work with money; adding, subtracting, counting.
- Ability to complete attendance and accounting reports.
- Ability to maintain regular and predictable attendance.

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Machines, Tools, Equipment and Work Aids:

- Computer and related software (Microsoft Work, Excel, PowerPoint, and Outlook), copier, fax, calculator, camera, vehicle
- Safety equipment when using chemicals at facilities
- Pool filtration equipment, pool vacuum

Education Certification and Experience Required:

- Possession of a High School Diploma or equivalent with a minimum of five years of experience including some supervisory experience as well. A Bachelor’s degree is preferred.
- Possession of a valid Texas Class C driver’s license.
- Jeff Ellis & Associates ILTP Lifeguard Instructor or obtain within first 6 months of employment.
- Jeff Ellis Swimming Program Coordinator , American Red Cross Water Safety Instructor certification or equivalent or obtain within first 6 months of employment.
- Certified Pool Operator or Aquatic Facility Operator or obtain within first 6 months of employment.

Physical and Environmental Conditions:

Duties are generally performed citywide in both outdoor and indoor settings. This is light to medium work requiring the successful candidate to lift or carry fifty (50) pounds occasionally and up to twenty (20) pounds frequently to move, lift and push objects. Must be able to climb, stoop, kneel, crouch, reach and handle objects. Must be able to stand, walk, and/or sit for long periods of time. This position is subject to outside environmental conditions, including extreme cold, extreme heat, hazards, and atmospheric conditions.

Special Requirements:

- Must maintain a flexible work schedule to include weekdays, evenings, weekends, and holidays.

Signature / Approval:

I hereby acknowledge review and understanding of this job description and can perform the duties of this position:

with a reasonable accommodation

without a reasonable accommodation.

Printed Name of Employee

Signature of Employee

Date

Director of Parks and Recreation

Signature of Supervisor

Date

Job Title of Supervisor