

LEISURE SERVICES DIRECTOR

Department: Leisure Services **Classification/Grade:** M-4
Division: Leisure Services **FLSA Status:** Exempt –At-Will
Reports to: City Manager **Date Approved:** July 2011

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under general supervision of the City Manager, plans, administers, supervises, controls and promotes the activities and operations of the Leisure Services Department which is composed of Parks, Recreation, and Senior Services including a wide variety of recreation programs and services for participants of all ages, including leisure time programs, City sponsored community events and daily operations at the Mesquite Recreation and Senior Center; exercises direct supervision over management, supervisory, professional, technical, and clerical staff. Administers the budget; and does other related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Direct and Manage all Parks, Recreation and Senior Services programs and activities; youth and senior citizens activities, park reservations, rental events and municipal sports programming.
3. Manage the development and implementation of department strategic plans, master plans, goals, objectives, policies, procedures and priorities for each assigned service area.
4. Establish, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
5. Plan, direct and coordinate, through subordinate level managers, the department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
6. Responsible for the management, supervision and day-to-day operations of the Mesquite Recreation Center, and to ensure safety, proper use, and proper conduct of the patrons.
7. Develop, plan, initiate, organize, evaluate and supervise an extensive program of indoor and outdoor recreation activities, programs and services.
8. Select management, supervisory, professional, technical and support staff and ensure effective morale, productivity and discipline; plan, organize, administer, review and evaluate the activities and performance of staff directly and through subordinate supervisors and managers; work with staff to establish work priorities and schedules; encourage and provide for staff training and professional development; interpret city policies and procedures for staff; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

9. Monitor grant compliance and develop and administer the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures, direct the preparation of and implement budgetary adjustments as necessary; administer grant funds, keep accurate records, write press releases and reports and make oral presentations.
10. Schedule facility and programming personnel in order to ensure the successful operation of activities.
11. Remain sensitive and aware of community recreation needs. Study and analyze program participation and attendance, personnel, and as a result, implement short and long-range actions that will lead to successful operations.
12. Receive and review reports, suggestions; respond to and resolve difficult, significant and sensitive citizen inquiries and complaints.
13. Enforce and relate the policies and programs to the general public regarding the program, services and activities of the department, and specifically within in the Recreation Center.
14. Identify, implement, and enforce necessary safety policies, procedures, and regulations. Inspect areas and equipment for safety hazards.
15. Determine equipment, material, building, and facility needs; prepare specifications for the requisition of equipment and supplies.
16. Identify training needs; develop and implement staff training classes on an on-going basis.
17. Maintain a high level of cooperation and communication with patrons, staff, media, Director, and other department staff.
18. Cooperate with the City of Mesquite with community-wide celebrations and events.
19. Stay abreast of trends and innovations in the field of recreation administration, parks maintenance management and senior services.
20. Be dependable and meet acceptable attendance requirements at all times.
21. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

- A. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Operations, services and activities of a comprehensive recreation program or activities.
- Operations, services and activities of human services and community outreach programs.
- Principles of planning, organizing, and supervising various recreation activities, programs and services.
- Various recreation programs appropriate to all age groups within a diverse socio-economic community.
- Occupational hazards and safety regulations and practices associated with parks and recreation programs and facilities.
- Facilities and equipment needed in a well-rounded recreation/leisure services program.
- Principles of supervision, training, and performance evaluation.
- Theory and philosophy of community recreation.
- The preparation and administration of municipal budgets. Grant application process and procedures.

Ability to:

- Plan, organize, coordinate, and direct the activities of recreation programs.
- Analyze, interpret, apply, and enforce regulations and policies.
- Identify various recreation programs appropriate to all age groups.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Write news releases, detailed reports, and make oral presentations.
- Resolve problems and complaints within guidelines of City policies and procedures.
- Work non-standard hours such as evenings, weekends and holidays.

Experience, Education and Training:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

- Education: BA/BS degree from an accredited college or university with a major in Recreation Management or related field.
- Experience: Five years of progressively responsible experience in recreation and park program development and implementation including three years of administrative and supervisory responsibility. Budget experience and high level of public relations skills preferred.
- License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license. Certified Leisure Professional preferred.

WORKING CONDITIONS

Work is performed under the following conditions:

Work is performed in an office settings and at times outdoors at facilities, activities or events. Subject to high levels of public contact and frequent interruptions. Flexibility of work hours; must be available to attend evening, weekend meetings and programs and to respond to emergency situations.

Physical Requirements:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Physical exertion is present due to constant walking, standing, sitting, climbing, bending, twisting and reaching. Must carry/lift/push or pull loads of up to 25lbs.

Job Hazards/Risk Factor:

Employee risks physical hazards from mechanical and electrical equipment, exposure to pool chemicals, working in and around chemicals and hazardous gases.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
July 2003
July 2007(Title)
July 2008 (Grade)
July 2011 (Title, Department & updates)gm