

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Assistant Director Recreation**

**Department: Community Development**

**Pay Grade: GS.12**

**Supervision Received From: Dep. Administrator CD**

**FLSA Status: Exempt**

**Supervisory Responsibility: None**

**Established: 11/10/08**

**Revision Dates: 3/28/25;**

**8/27/24; 10/20/23; 7/01/13**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for assisting the Director in the management and administration of multiple work units within the Recreation Division. Typical responsibilities include: hiring, training, managing, and evaluating staff; assisting with the development of division budget; evaluating programs, projects and activities; performing marketing and public relations duties; developing, recommending and administering policies and procedures; and consulting with department managers on various administrative issues, including personnel issues. Work is performed with general direction, working from broad goals and policies.

### **SERIES LEVEL:**

The Assistant Director, Recreation Administration is a stand-alone management classification in the Recreation Division.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; train employees; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Assists with developing selection standards and employment procedures; determining staffing needs; completing background and reference checks on prospective employees; and, making recommendations on staffing issues.

Assists the Director with day-to-day operations and functions of assigned units within the Recreation Division, which includes: planning, coordinating, administering, and evaluating programs, projects, processes, procedures, internal controls, quality initiatives, systems, standards, strategic initiatives, and/or service offerings; ensuring compliance with Federal, State, and Local Laws, regulations, codes, and/or standards; coordinating activities between multiple service areas; and, working to integrate and coordinate service areas.

Manages sports leagues and events at Warner Park Sports Complex and Summit Sports Complex which includes: assisting in planning and development of complexes; coordinating game officials and scorekeepers; pursuing and organizing tournaments; and marketing and public relations activities.

Coordinates all athletic programs in the Recreation Division which includes: coordinating schedules, repairs, and maintenance issues with the Parks Division; overseeing and developing new sport programs; location of facilities; implementing rules; developing volunteer coaches and officials; and developing training for coaches and officials;

Explains, justifies, and defends departmental programs, policies, activities, rules, and regulations to interested parties.

Administers and oversees contracts for services provided by independent contractors.

Prepares, reviews, interprets, and analyzes a variety of complex departmental information, data, contracts, forms, schedules, calendars, and reports; makes recommendations based on findings.

Responds to requests for information and assistance from employees, outside agencies, the public, and/or other interested parties.

Collaborates with internal departments, applicable Boards and Commissions, and universities, Tennessee Parks and Recreation Association, task forces, advisory groups, the general public, external agencies, contractors, city attorneys, and/or other interested parties to coordinate activities, review work, exchange information, and resolve problems. Negotiates agreements with local sports associations.

Manages program revenues and expenses in accordance with City/Department policies and procedures; and assists in preparing the annual budget for all Recreation Division Units.

Prepares management reports, conducts policy research, and assists with grant writing.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree in Recreation Management, or related field and eight (8) years progressively responsible recreation management experience; or any combination of equivalent experience and education.

#### LICENSING AND CERTIFICATIONS:

National Certification (NRPA) as a Certified Park and Recreation Professional  
First Aid, CPR, and AED Certified  
Valid Drivers License

#### KNOWLEDGE AND SKILLS:

Knowledge of managerial principles and practices; public administration principles and practices; recreation management principles and practices; program development and administration principles and practices; strategic planning principles; financial management principles; budgeting principles; mathematical concepts, program marketing principles and practices; contract administration; negotiation principles; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, policies, and/or procedures; policy and procedure development practices.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing, delegating and assigning work; using computers and related software applications; performing mathematical calculations; directing and overseeing facilities; reading, comprehending, and reviewing financial information; making program decision based on financial considerations; adapting to rapidly changing environments; solving problems; mediating and resolving conflict; conducting negotiations; developing and implementing strategic plans; developing, implementing, and applying policies and procedures; preparing and administering budgets; making recommendations for improvements; assist the director when needed; and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

#### PHYSICAL DEMANDS:

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

#### WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.