

CITY OF CHATTANOOGA

Classification Specification Title: Director Outdoor Chattanooga

Department: Parks and Outdoors

Pay Grade: GS.14

Supervision Received From: Deputy Administrator PO

FLSA Status: Exempt

Supervisory Responsibility For: Rec. Program Coordinator,

Established: 10/7/22

Customer Relations Specialist

**Revision Dates: 4/1/25;
10/20/23**

CLASSIFICATION SUMMARY:

This is a full-time position under the direct supervision of the Deputy Administrator of Parks and Outdoors. The Director is responsible for the management, direction, and evaluation of a comprehensive Outdoor Chattanooga program which includes a climbing wall, trips and clinics program, trip leader development, and a wide range of specialized programs, activities, events, and projects that support the Department of Parks and Outdoors.

The Director will work to cultivate a safe, equitable and inclusive community and environment through education and the identification and removal of barriers for program staff and participants. This position is expected to work occasional evening and weekend hours during scheduled Outdoor Chattanooga programs.

SERIES LEVEL:

The Director Outdoor Chattanooga is a stand-alone position.

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.)

Responsible for the development, direction and evaluation of a comprehensive Outdoor Chattanooga program that meets the needs of a variety of skill levels, abilities, and interests of the community.

Manages and evaluates all aspects of Outdoor Chattanooga.

Provides direct supervision to the Coordinator of Outdoor Chattanooga and part-time staff.

Responsible for managing the program budget and generating revenue through custom adventure programming as well equipment rentals for individuals and groups.

Oversees administration of innovative and inclusive Outdoor Chattanooga activities that are intentionally designed for a variety of abilities and identities.

Designs and facilitates trip leader training curriculum for technical and non-technical skills that include basic camp-craft skills, rock climbing, canoeing, kayaking, group development, risk management, wilderness medicine, and outdoor ethics.

Develops and maintains budget, inventory, maintenance procedures, and purchasing schedule for equipment and program needs.

Conducts ongoing assessments and participant tracking for all Outdoor Chattanooga programming.

Recruits, schedules, and trains staff members on proper procedures for Outdoor Chattanooga programs.

Assists with the creation, maintenance, and dissemination of risk management procedures and serves on the Risk Management Committee.

Provide strategic leadership and planning that aligns Outdoor Chattanooga with departmental and City of Chattanooga strategic plan.

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.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree from accredited institution in Recreation, Sport Management, Sports Administration, Physical Education, or related field, eight (8) or more years of professional experience managing comprehensive Outdoor programs; or any combination of equivalent experience and education. Experience developing, evaluating, and providing direct supervision to full-time staff and part-time staff. Leadership experience in three (3) or more of the following activities: basic camp-craft skills, rock climbing, canoeing, kayaking, group development, risk management, wilderness medicine, and outdoor ethics and the ability to train staff in at least two (2) of the aforementioned activities.

LICENSING AND CERTIFICATIONS:

Must have current CPR, First Aid, AED, and Wilderness First Responder certifications or be able to obtain within two (2) months of employment (provided by department).

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles; public administration principles and practices; recreation management principles and practices; program development and administration principles and practices; applicable Federal, State and Local laws, rules, regulations, codes and/or statutes; policy and procedure development practices; financial accounting principles; budgeting principles; mathematical concepts; program marketing principles and practices and principles and practices of grant and/or contracts administration.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing, delegating and assigning work; preparing reports; using computers and related software applications; performing mathematical calculations; directing and overseeing facilities maintenance activities;

reading, comprehending and reviewing financial information; making program decisions 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; conducting research; analyzing processes and making recommendations for improvement 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 talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to extreme temperatures.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive - Yes

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.