

CITY OF CHATTANOOGA
Classification Specification Title: Director of Recreation

Department: Parks & Outdoors

Pay Grade: GS.14

Supervision Received From: Deputy Admin Parks & Outdoors FLSA Status: Exempt

Supervisory Responsibility For: Gen. Supervisor, Rec Program Established: 6/29/07

Coordinator, Therapeutic Program Mgr, Aquatics Program Mgr Reviewed Dates: 4/1/25;

Tennis Prof, Rec. Div Mgr, Mgr Golf Courses, Admin Sup Spec 10/20/23; 11/30/22

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for providing strategic direction for the recreation division. Duties include recruiting hiring, training and evaluating division staff; developing and administering the division budget; representing the division with the public and City to set goals and to identify funding availability; evaluating programs, projects and activities to ensure division is providing the right services; performing marketing and public relations responsibilities and developing and administering policies and procedures. Work is performed with minimal direction, working from broad goals and policies.

SERIES LEVEL:

The Director Recreation is a stand-alone position in the recreation management series.

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

Oversees and facilitates the preparation of Recreation annual budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; reviews, prepares and directs major department purchases.

Participates in the City's strategic planning of the Department to ensure the priorities and goals of the City are met.

Directs and oversees the day-to-day operations and functions of all 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.

Directs and oversees the maintenance and repair of facilities; reviews work requests; inspects sites to determine needs and initiates appropriate action; monitors work in progress and inspects completed work.

Supervises investigations of accidents or incidents involving employees, vehicles, property and/or facilities.

Reviews and manages the analysis of management information; formulates recommendations based on findings; manages priorities, work processes and procedures; ensures adherence and compatibility with organizational goals, objectives and strategic initiatives.

Reviews, manages and participates in the preparation, review and submission of a variety of reports, reconciliations, work papers, promotional efforts, communications, schedules, tables and/or statements to and from internal departments, financial institutions, governmental entities and external agencies.

Participates in/ on a variety of task forces, meetings, committees and/or training sessions in order to receive and convey information.

Responds to requests for information and provides subject-matter-expert guidance to other departments, patrons, the general public and/or outside agencies.

Manages agreements, contracts, grants and/or regulatory compliance issues.

Develops and administers budgets within the Division including capital improvement budgets; approves expenditures; reviews financial statements; manages financial operations.

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

Evaluates and maintains quality control over staff assignments, reviews progress and directs changes as needed.

Develops, recommends, updates and implements operating policies and procedures.

Collaborates and confers with internal staff, external agencies, community organizations, citizens and/or other interested parties in executing the department's goals, objectives and strategies.

Attends and conducts a variety of meetings as assigned; serves on assigned committees; prepares and delivers presentations and recommendations to the City Council, commissions, committees, and government boards.

Advises the Chief of Staff, the Mayor and City Council Department Administrators on all matters of Parks and Recreation and the delivery of related services.

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):

Supervises, directs and evaluates 100 full-time employees and 150 part-time year round, temporary and seasonal employees.

Manages and has direct oversight and responsibility for the budget including the golf courses which are an enterprise fund.

In addition to these responsibilities for management, maintenance and oversight of the following: 18 recreation centers parks; 1 tournament level tennis complex (20 courts); 2 tournament level softball complexes (14 fields and 1 fastpitch softball stadium) 45 multi-use athletic fields; 4 pools (2 indoor and 2 outdoor); 2 splash parks; Fitness center; 2 Golf courses; Miracle Field.

The tournament complexes are responsible for millions of dollars of economic impact for the City of Chattanooga and surrounding areas.

Responsible for identifying partnerships and creating, managing and coordinating MOU's, contracts and leases for the department.

Coordinates all facilities maintenance for all facilities listed above.

Identify and Assist in developing capital improvement plans for the above facilities.

MINIMUM QUALIFICATIONS:

Advanced degree in sports management and leisure services, public administration, or a related field may be substituted on a year-for-year basis up to two (2) years of the required seven (7) years of experience as described above.

LICENSING AND CERTIFICATIONS:

National Certification (NRPA) as a Certified Park and Recreation Professional preferred.

KNOWLEDGE & 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.

Considerable knowledge of managerial principles and practices; policy analysis techniques; grant management principles and practices; financial accounting principles and practices; strategic planning principles; Federally funded programs related to community development; budgeting principles and practices; public relations principles; applicable Federal, State and Local laws, ordinances, codes, rules and regulations; project management principles and practices; and government protocols.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; preparing a variety of reports and correspondence; managing projects; managing and administering budgets; applying independent judgment, personal discretion and resourcefulness in interpreting and applying guidelines; and establishing and maintaining effective working relationships with other employees and those contacted in the course of the work; A strong commitment to providing services that will improve and enhance the quality of life for all residents; Demonstrated ability to execute projects while balancing multiple and competing priorities on tight deadlines, all while providing continual attention to detail and quality.

Politically astute with a proven track record of working effectively in partnership with City departments, elected officials, local, regional, and state governments, outside agencies, residents, small businesses, and other key stakeholders to achieve goals and objectives; Demonstrated ability to effectively lead and manage organizational cultural change and development, comprehensively leading and energizing a diverse team; and Highly effective communicator with maturity who demonstrates cultural competence, active listening, and responsiveness to the community, residents, and staff.

Assists in directing the activities of multiple divisions within the department, to include planning, coordinating, administering and evaluating programs, projects, processes, procedures, goals, objectives, systems, and standards; strategic planning; and ensuring compliance with Federal, State and Local laws, regulations, codes and/or standards.

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: 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.