

COPY

SEBRING PARKS and RECREATION

Job Description: Director

The Director is hired on the recommendation of the Sebring Parks and Recreation Board to the City Manager.

**** Director is hired under an initial 6 month probationary period with a mid-term Performance review.**

The Duties of the position will be as follows, but, not limited to:

- 1) **Director works at the direction of the Parks and Recreation Board in a position responsible for the day to day operation of all of the Sebring Parks and Recreation assets and programs.**
- 2) **Director will maintain regular, reliable and publicly posted hours of operation. Return all calls within 24 hours of each call.**
- 3) **Director will be required to report to the Park Board as well as all committees of the board.**
 - a. **Must submit a monthly report at scheduled Park Board meetings.**
 - b. **Will assist all Park and Rec Board committees as needed**
- 4) **Director will maintain proper professional appearance and behavior while performing the duties of the position.**
 - a. **Director shall ensure that all staff is instructed on proper appearance and behavior.**
- 5) **Director will supervise and coordinate all Park and Rec. employees.**
 - a. **Check all employee time cards for accuracy and approve for payment.**
 - b. **Train all employees for their position and/or guide them to approved training where needed**
 - c. **Report all employee issues to the Personnel Committee and the Board Chair immediately**
 - d. **Notify the Personnel Committee and the Board Chair of all manager vacation and unscheduled time off.**
- 6) **Director will make all daily, weekly, monthly deposits as needed and record the transaction(s) to be presented to the Park Board at scheduled monthly meetings.**
- 7) **Director will enforce all rules and regulations of the Parks (parking, no alcohol, language, misuse of equipment and etc.) in a manner to ensure safety and maintain a family atmosphere.**

- 8) Director will perform a daily walk-through of all play/picnic areas to establish a presence and personally observe the condition and needs of the play areas.**
- 9) Director will ensure that the safety, cleanliness, security and accessibility of all public use areas in the park (play structures, pavilions, restrooms, etc.) are maintained through personal inspection by the Director. Director will alert appropriate repair personnel and coordinate needed repairs as quickly as possible.**
- 10) Director will be responsible for maintaining all facilities in a manner that meets all Health Department codes and inspections. Any violations, verbal or written, will be reported immediately to the Grounds and Assets committee and the Board Chair. A written report will also be given to the Board as a whole at the next scheduled meeting.**
- 11) Director shall report all injuries/ problems to the Personnel committee and the Board Chair immediately to be passed on to the rest of the board to determine if action is needed.**
- 12) Director shall schedule all routine activities, rentals, parties (except pavilion rentals)**
 - a. Submit all plans for new activities, programs or prolonged rentals to the board for approval
 - b. Coordinate activities as directed by the board.
- 13) Director will operate and maintain the Municipal pool in a manner befitting family oriented atmosphere.**
 - a. Test chemical levels in the main pool and wading pool three (3) times daily: prior to opening, midway through the day and at closing and record results in a log book.
 - b. Ensure the pool is safely operated and open for the maximum amount of time allowable.
 - c. Take daily stock of chemical inventories and order as needed.
 - d. Maintain appearance of the pool and surrounding areas associated with it.
 - e. Ensure proper behavior and attire guidelines are followed by patrons.
 - f. Procure all needed vending supplies. Record purchases and sales to be tallied regularly.
 - g. Ensure all schedules are determined in advance and posted openly for employees.
- 14) Director shall make needed purchases for repairs of the facilities as such needs arise. Alert the Grounds and Assets committee of needed repairs exceeding \$300.00.**
- 15) Director shall spend or approve the expenditure of no more than \$75.00 on incidentals in a calendar month. In cases of urgent need a verbal request (in conjunction with a written request) to the Board Chair will be required at which time the Board Chair will respond verbally, followed by a written response in a timely manner not to exceed 24 hours. If Board Chair cannot be reached the Park Finance Committee, the Village Manager or the Village Mayor may give approval.**
- 16) All purchases must be accompanied by a purchase order. Copies of Purchase orders should be kept in a readily accessible file.**

- 17) Director will create and maintain records concerning finance, visitor attendance (at pool), hours of operation, unscheduled closings and other pertinent data referencing a period covering the current year and the prior 2 (two) years, or as otherwise stated in the RC-2 Record Retention Form, to be presented upon request to any Village official or Park Board member. Records may be kept digitally (provided adequate back-up is utilized) and provided upon request in printed form.

- 18) Director, manager-on-duty and staff will park in approved areas and ensure all visitor vehicles parked illegally within the park property are promptly removed.

- 19) Director will operate and maintain the Sebring Community Center in a manner consistent with a family atmosphere
 - a) Director will schedule rentals for the various rooms.
 - b) Director will be present in the building and overseeing all scheduled open gym times.
 - c) Director will report rental activity at scheduled Park Board Meetings.

- 20) The Director will ensure leases are maintained and adhered to and act as liaison between lessee and the village

- 21) Director will manage staff of the Summer Park Program.
 - a. Director will initiate contact with food program (when applicable) and ensure staff is properly trained within the programs sponsors guidelines.
 - b. Director will ensure Summer Park Program staff is aware of and practicing methods to ensure a safe and economical program for the children participating.

- 22) Director will coordinate the Fourth of July events as requested/directed by the Park Board.
 - a. Director will send donation letters and oversee donation collection methods as directed by the Park Board.
 - b. Director will procure awards for Fourth of July events as requested by Board members overseeing such events.

- 23) The Director will be responsible for other duties as directed by the Parks and Recreation Board.

Signed and passed into effect on this date _____ 2013.

Member _____

Member _____

Member _____

Member _____

Member _____

Member _____

Acknowledged and signed on this date _____ By Park
Director.

Signature _____

Printed name _____