

Terrell County Board of Commissioners

JOB DESCRIPTION Recreation Department Director

Supervisor: Terrell County Board of Commissioners

The Recreation Director is responsible for supervising and participating in the overall supervision and program development for the Terrell County Recreation Department.

Responsibilities:

- 1. Plans, organizes, directs, coordinates, and evaluates recreational programs;**
- 2. Plans, directs and participates in providing an expanding and flexible program of recreational activities for all segments, groups, ages, and interest levels of the County;**
- 3. Develops long range plans for recreation programs and facilities needed to accommodate the desires of Terrell County citizens based on county population predictions, goals, and recreational needs;**
- 4. Develops, updates, reviews documents, and presents to the County Board of Commissioners;**
- 5. Recommends the acquisition, development and maintenance of park and playground areas and of structures and facilities to best serve the interests of the community;**
- 6. Coordinates with the County on possible grant opportunities;**
- 7. Provides recommended changes to the Recreation budget, submits recommendations to the County Commission; coordinates and monitors the expenditures and receipt of funds;**
- 8. Recommends and implements cost-recovery policy in coordination with the County Board of Commissioners;**
- 9. Develops staff including hiring, training, motivation, performance counseling and evaluation, discipline, and team building;**
- 10. Advises the Board of Commissioners on department issues;**
- 11. Provides a written monthly report of all Department activities for the Monthly meeting of the Commissioners' Board,**
- 12. Promotes the recreational programs through press releases and other publicity and through cooperative planning and effective working relationships with all municipalities and other community agencies and groups, public and private;**
- 13. Attends meetings of department heads, boards, agencies, and community groups to present department programs and needs;**

- 14. Coordinates all building and facilities compliance with ADA requirements and liability prevention measures;**
- 15. Coordinates and maintains inventory controls and cost-effective strategies to enhance concessions, equipment, and inventory management best practices throughout out all recreation facilities;**
- 16. Establishes best management practices in scheduling to ensure community awareness and flexibility for families throughout the county who may be involved in multiple programs with various groups as feasibly as possible;**
- 17. Maintains a high level of integrity and public perception in all aspects of the department and ensures that all permanent and temporary employees conduct themselves with the same;**
- 18. Develops cost recovery plus strategies for facility rentals to allow for use by all citizens, while enhancing operations to bring outside patrons to Terrell County for events such as tournaments and other events that will promote the recreation department throughout the region and state.**
- 19. Provides timely communications to parents, coaches, and the Commissioners relating to upcoming events.**

Additional Job Duties:

- **Performs additional duties as assigned by the Board of Commissioners.**

Knowledge Skills and Abilities:

- **Thorough knowledge of a variety of programs, laws, and processes required in parks and recreation and administration;**
- **Thorough knowledge of the principles and methods of parks and recreation planning and development;**
- **Considerable knowledge of modern and effective supervisory principles and practices including communication, leadership, motivation, and conflict resolution;**
- **Considerable knowledge of budgeting, purchasing and personnel policies and personnel laws and regulations;**
- **Working knowledge of the application of information technology commonly used in this position (i.e., Microsoft Word, Microsoft Excel, Facebook, Instagram, etc.);**
- **Ability to effectively communicate, motivate, hire, evaluate and coach employees;**
- **Ability to develop and maintain effective relationships with local officials, the general public, and employees;**
- **Ability to communicate effectively in oral and written forms;**
- **Ability to write policies, grants, and reports supporting the programs and activities of the department.**

Physical Requirements

- **Must be able to physically perform the basic operational functions required of this position;**

- **Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects;**
- **Must possess the visual acuity to prepare and analyze data and figures, perform basic accounting tasks, operate a computer, tablet or laptop, do extensive reading, drive a motorized vehicle and be able to effectively inspect the work of others.**

Minimum Qualifications:

- **Bachelor's Degree in Sports Management, Business Administration or Management, or other closely related field. Direct job-related experience of a minimum of five years in a closely related position, within the last three years will also be considered, in lieu of education;**
- **Possess a valid Georgia Driver's License;**
- **Ability to submit to a criminal background check;**
- **Ability to submit a seven-year Motor Vehicle Report**

**Send Resume to : Bill Sawyer, Terrell County Administrator
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Dawson, GA 39842**

Or email resume to: bill.sawyer@terrellcountyga.gov