

City of Clarkston

POSITION DESCRIPTION

POSITION TITLE:	Parks and Recreation Manager	EXEMPTION STATUS:	Exempt
JOB FAMILY:	Parks and Recreation	JOB LEVEL:	
GENERAL POSITION SUMMARY:	This is a highly responsible administrative nature position involved in the planning, developing, and directing of the City's Parks and Recreation facilities and programs. The Manager provides supervision to a seasonal staff.	SUPERVISES:	N/A
COST CENTER #:	Parks and Recreation	SUPERVISED BY:	City Manager

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ESSENTIAL JOB FUNCTIONS

- Any one position may not include all the duties listed, nor do the listed examples include all tasks, which are normal in positions of this class.
- Plans and directs the Parks and Recreation activities and the use and maintenance of facilities.
- Integrates the City Parks and Recreation Program with public and private recreation programs and facilities.
- Plans and develops City recreation facilities.
- Manages the city outdoor pool.
- Plans and implements parks programs for all ages.
- Research and may prepare federal, state and private foundation grant requests; solicit funds from civic organizations, industries and individuals.
- Directs and participates in public information programs to clarify understanding of and to help develop Park and Recreation Programs
- Prepares the annual budget requests for the Parks and Recreation Department; controls approved budgetary expenditures.
- Work hours may include working holidays, nights, and weekends.
- Performs related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION

- Extensive knowledge of the objectives, ideals and activities of public recreation including a thorough understanding of county Parks and Recreation Programs
- Extensive knowledge of the facilities and equipment needed in a city parks and recreation program and of their maintenance.
- Thorough knowledge of human behavior and psychology as applied to the varied groups participating in county parks and recreation activities.
- Ability to instruct, organize, direct, and manage subordinate staff.

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City of Clarkston

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- Ability to establish and maintain effective working relationships with governmental officials, citizen interest groups, other organizations, departmental employees, and the public.
- The employee works independently in organizing work to reach goals and meet deadlines. The City Manager reviews work through observation, analysis of reports submitted and periodic conferences.
- The work is primarily sedentary in nature. Physical requirements include sitting for extended periods, walking, bending, stooping, and lifting books and files of approximately 35 lbs. or less. Work may include extended periods viewing a computer video monitor and/or operating a keyboard. Work includes operation of a motor vehicle. Employees may be exposed to hazardous materials.
- The work performed is typically in an office and outdoor locations with exposure to occasional inclement weather.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Recreation Administration, Business Administration, Sports Management or relevant area and considerable experience of a progressively responsible nature in organized local government recreational activities.
- Three to five years of related experience.
- Experience in local government a plus.
- Possession of or the ability to obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Certified Parks and Recreation Professional a plus.
- A demonstrated ability to work well within a diverse community.

EQUAL OPPORTUNITY EMPLOYER:

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

IMPORTANT: By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

The Parks and Recreation Manager starting pay will be commensurate with the chosen candidate's qualifications and experience. The City of Clarkston also offers an attractive benefits package, including health benefits, retirement plans, and paid leave. Interested candidates should submit a resume, cover letter, and professional references, via this online portal:

<https://www.cognitofrms.com/CityOfClarkstonGA/EmploymentApplication>

This position is open until filled.

No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.

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