



Job Title: Assistant Recreation Director
Department: Public Works – Pub Properties
FLSA Status: Exempt, Salaried, Full Time
Revised Date: 10/15/19 (Council Approval)

Accountability

Under the direction of the Public Properties Director.

Job Summary

Responsible for planning, promoting, organizing, budgeting, and administering public recreation and leisure services programs, with emphasis on sports related programs for the entire community; assists Public Properties Director and oversees Pool Manager with Dowding Pool operation and personnel matters.

Essential Job Functions

Participates in registration of programs; assists with: dividing athletic teams, scheduling practices and games, and supervising youth and adult recreation programs; field preparation and maintenance; recruiting, selecting and training program coaches; calls rainouts and reschedules games; registers, trains and schedules umpires and officials; oversees daily pool operations including: working with the Pool Manager on registration of participants, interviewing and recommending hiring of pool staff, opening/closing procedures at pool, training and supervision of staff and routine basic pool maintenance; maintains Recreation records/files; regular and reliable attendance; other duties as assigned.

Additional Duties and Responsibilities

Assists with: the purchase and inventory of recreation and pool equipment; inspecting areas, facilities, equipment and program activities to determine safety, adequacy and need for maintenance/improvement; maintaining grounds and recreation buildings; supervising summer athletic field maintenance personnel; works with the volunteer Baseball and Softball Associations and Chamber of Commerce in fund raising events; arranges the use of local facilities with schools, organizations and Concordia University; keeps up-to-date and informed in all local, state and federal codes and regulations relating to the pool.

Knowledge, Abilities and Skills

Good oral and written communication skills to effectively communicate on a daily basis with the public, and other City Departments; good organization skills to administer city recreation programs; supervises work of others; works in adverse weather conditions; lifts 50 lbs.; lifts and empties trash containers; carries, pushes and pulls a variety of tools, equipment and materials; stands, walks, climbs, balances, stoops, kneels, reaches, bends, and works in a crouched position for extended periods of time; available to work evenings/weekends; mows and trims turf areas, operates a 10 lb. weed trimmer for extended periods of time.

Education and Experience

Graduation from high school or equivalent and one year experience working in the Recreation field; one year of experience with various computer programs and functions; or any equivalent combination of experience or training; possession of a valid driver's license; Pool Operators and/or Certified Pool Operators (CPO) license, CPR/AED Professional Rescuer

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*