



TOWN OF SURFSIDE PARKS AND RECREATION DIRECTOR

DEPARTMENT: PARKS AND RECREATION

EXEMPT

GENERAL DESCRIPTION:

Responsible for managerial, administrative and professional staff positions within the Parks and Recreation department. Plans, coordinates and directs a diversified year-round Parks and Recreation department to include youth, adult, teen, pre-school, senior activities and cultural/artistic events. Oversees the operations and maintenance of all recreational facilities with the Town. Develops and implements policies, procedures and standards for efficient and effective operations and maintenance. Ensures compliance within the department of established policies and procedures. Requires significant community engagement and public involvement with Elected Officials and Town residents. Work is performed under the administrative direction of the Town Manager.

ESSENTIAL JOB FUNCTIONS:

1. Manages Parks and Recreation facilities and open spaces to include Surfside beach to ensure safety, cleanliness, staffing needs and operational efficiency.
2. Arranges and oversees program registrations.
3. Oversees the beach operations to include staffing, safety, and day to day maintenance.
4. Performs in public speaking, to include Town meetings.
5. Works on the department's publicity.
6. Evaluates staff and position needs.
7. Assists in hiring staff and with disciplinary process, including termination.
8. Prepares and presents departmental budget.
9. Prepares cost estimates to plan and provide for improvement of existing or new programs and facilities.
10. Evaluates equipment needs for the department.
11. Communicates and provides as needed assistance to committees and elected officials.
12. Develops and maintains a workforce committed to customer service and team work.
13. Establishes and maintains training within the department for staff to meet the department's needs.
14. Oversees all Parks and Recreation programs and projects.
15. Responsible for submission of departmental reports.
16. Coordinates all projects, programs and activities of the department with other municipalities, local agencies and resident groups.

17. Routinely inspects all facilities and recommends improvements and maintenance when needed.
18. Safeguards the financial well-being of the department; requests for new programs for the department.
19. Provides information and recommendations to the Town commission through the Town Manager.
20. Promotes and develops effective facilities and systems within the department to maximize resident enjoyment.
21. Researches special projects and issues; budget preparation, implementation, review and management; reviews and maintains accounts; reviews and approves receipts and budgetary expenditures.
22. Performs human resource management functions, e.g., interview, selection, recommendation for hire, disciplinary action, and performance evaluations.
23. Performs public relations activities and provides information to citizens, businesses, and related entities.
24. Develops new / modifies programs according to anticipated population growth, changing demographics and future interests of the community.
25. Maintains records on supplies and equipment.
26. Trains, assigns and evaluates staff conducting programs and special event activities.
27. Is the primary liaison between outside organizations, Elected Officials, other Town Departments and Town Committees.
28. May function in any emergency management role or capacity in the Incident Command System (ICS) to include, Logistics, Operations, and Planning.
29. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of modern management and supervisory methods and skills.
- Knowledge of strategic planning initiatives and techniques
- Knowledge of recreation principles and practices.
- Knowledge of public relations techniques, methods and programs.
- Knowledge of planning, organizing, supervising recreation programs and special events.
- Knowledge of beach and pool operations.
- Knowledge of municipal legislative process.
- Knowledge of fiscal and budget management process.
- Ability to communicate effectively orally and in writing.
- Organizational and safety skills.
- Good customer service skills

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Recreation or related area. Eight (8) years recreation programming and special events activities experience, including at least four (4) years management experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Certified Parks and Recreation Professional and Aquatic Facility Operator and possession of a valid Florida Driver's License, required.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

- Works inside and occasionally outside.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: 3/18/2008; 4/24/2008; 5/5/2008; 4/10/2012; 1/21/2021

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: _____

