

# CITY OF BAY ST. LOUIS

## JOB DESCRIPTION

### DIRECTOR OF PARKS AND RECREATION

#### Definition

Manage, direct, supervise, and coordinate various recreation programs and special events for the City of Bay St. Louis including, but not limited to: Plans, develops and administers a comprehensive program to provide park facilities and recreation programs throughout the City of Bay St. Louis. The candidate supervises certain building and grounds maintenance including recreational ball fields, splash pads, community parks and cemeteries and is responsible for financial management functions of the department. Promotes and markets City parks and recreational facilities as venues to host regional and national tournaments and events. Coordinates with outside organizations and the general public. Provide highly-responsible and complex administrative support to the Public Works Director and Mayor.

#### Supervision Received

Receives general direction from the Public Works Director.

Exercises direct supervision over staff assigned to the Parks and Recreation department by the Public Works Director.

#### Qualifications

Bachelor's Degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field. Alternatively, five years of experience including budgeting and grant applications in a parks and recreation management position.

Knowledge and experience in the management of a parks and recreation, providing a high level of community engagement and innovative and creative delivery of recreation programs, including volunteer opportunities and developing recreational activities for the community such as special events, tournaments, concerts, etc. Exceptional interpersonal skills are critical in this role. Expertise in grant writing and/or administration for public recreation is preferred. Experience in park facilities planning and design, as well as developing, planning, implementing, and facilitating sports programs is required.

#### Licenses

Possession of a valid Mississippi Driver's License and an acceptable driving record.

#### Physical Demands

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.