JOB OVERVIEW

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Community Services &amp; Recreation Director</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Senior Center</td>
</tr>
<tr>
<td>Location</td>
<td>500 W Hickman</td>
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<tr>
<td>Reports To</td>
<td>City Administrator</td>
</tr>
<tr>
<td>FLSA Category</td>
<td>Exempt</td>
</tr>
<tr>
<td>EEOC Category</td>
<td>Officials and Administrators</td>
</tr>
<tr>
<td>Pay Group</td>
<td>33</td>
</tr>
<tr>
<td>Pay Range</td>
<td>$76,879 - $111,467</td>
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GENERAL JOB DESCRIPTION

Under general direction of the City Administrator, the Community Services & Recreation Director plans, directs, organizes, and manages the Senior Center, the Library, Parks Programs, Art in Public Places, and Keep Hutchins Beautiful; develops division policies, procedures, goals, and budgets; formulates and directs partnerships with government agencies, community-based organizations, and other service providers; leads strategies to secure resources; interprets and applies existing policies; and represents the division on issues concerning the various programs or facilities managed. Completes special projects for the City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Plan, schedule, direct, and coordinate the activities of the senior center, park programs, public library, Art in Public Places, Keep Hutchins Beautiful; develop and implement long-range goals, policies, and procedures for the divisions; participates in the planning and implementation of complex citywide or multi-agency projects.

Represents the City in a wide variety of networks and partnerships; advocate for regional recreation, social and human services needs and the integration of new initiative into City operations; direct joint use and/or service relationships/agreements with all area school districts, other government agencies, service providers, nonprofits, and community groups.

Develop and monitor operating and capital budgets for the division; prepare grant applications; negotiate contracts, agreements, and MOUs; advise and lead major capital planning and development efforts.
Coordinate activities of the division with other City departments, schools, and outside agencies; meets with various community groups and representatives of other departments to coordinate division projects; represents the City on committees, project teams and to the community.

Assess and analyze programs and services to determine need for new programs, and effectiveness of current programs and services; evaluate industry or service trends and assess potential for local implementation; serve as project manager for special projects requiring experience and skills beyond any one section within the division.

Research, analyze, and recommend options for addressing difficult, complex, or sensitive issues, problems, or projects.

Supervise, trains, disciplines, and evaluates assigned personnel; assists subordinate supervisory staff with difficult personnel issues.

Promote staff development through attendance at professional meetings and other continuing education opportunities.

Be knowledgeable about and comply with applicable laws, regulations, bylaws, and policies of the Parks Board. Participate fully in the Parks Board meeting process; prepare and review materials sent to the Board members prior to the monthly meeting and be prepared to participate fully in the meeting.

Coordinates activities for the Parks Board; oversees marketing/publicity tied to Board programs.

Perform all other duties as assigned.

## EDUCATION & EXPERIENCE

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Community Services & Recreation Director. A typical way of obtaining the required qualifications would be two (2) years of experience managing a program with complex budgets, including two years of recreation supervisory experience. A bachelor’s degree from an accredited college or university with a major in recreation administration, public administration or a closely related field is highly desirable. Additional qualifying supervisory experience may be substituted for the required education on a year-for-year basis.

## LICENSES & CERTIFICATES

Possession of valid driver’s license.

CPR Certification

Kitchen Management Certification

## KNOWLEDGE, SKILLS & ABILITIES

**Knowledge of:**

Principles of planning, organization, administration, management, and supervision.

Principles and practices of budgeting, record keeping, report writing, contract negotiation, grant writing and public recreation programs.
Occupational hazards, safety regulations, and practices associated with recreation programs and facilities.

Applicable federal, state, and local rules, laws, and regulations.

Principles, practices and methods of needs assessment and program evaluation.

Principles and practices of senior program planning, development, implementation, and administration.

Community senior citizens needs and social services resources.

Professional library principles, practices, and procedures; organization and structure of a public library.

Principles and techniques of marketing and public relations.

Project management.

Computers and computer applications.

**Skill in:**

Planning, organizing, assigning, directing, reviewing, and evaluating the work of assigned staff.

Identifying, analyzing, and responding to issues, trends, and legislation.

Understanding and being respectful of diverse populations and cultural backgrounds, as well as age and physical ability needs and differences.

Public relations and staff development.

Use of computers, computer applications, and software.

Conflict management and resolution.

**Ability to:**

Plan, organize, coordinate, and direct the activities of the division in accordance with departmental goals and objectives.

Work with numerous customers and clients, both inside and outside the City.

Build consensus to bring successful conclusion to various projects and issues. Understand, identify, and resolve safety issues and other operational needs.

Analyze, interpret, apply, and enforce regulations and policies.

Prepare, administer, and monitor a budget.

Apply for and administer special grant programs.

Communicate effectively, both orally and in writing.

Prepare clear, concise, and complete reports and other written correspondence.
Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.