

**PLEASE POST FOR ALL APPLICANTS TO READ**  
**Macon Bibb County Government**

<b>POST DATES:</b> 06/05/2017 to Until Filled	<b>EEOC CODE:</b>	<b>CLASS CODE:</b>
<b>CLASSIFICATION TITLE:</b> Director of Recreation		
<b>JOB CLASS (GRADE):</b> 33		<b>MIN. SALARY:</b> \$82,014.40
<b>LOCATION:</b> Recreation/Administration		<b>WORK HOURS:</b> 8:30 AM – 5:30 PM
<b>DEPT. HEAD:</b> Assistant County Manager		<b>WORK WEEK:</b> Mon. – Fri.
<b>(X) REPLACEMENT    () NEW REQUIREMENT</b>		

**JOB SUMMARY:**

The Director of Recreation is responsible for professional managerial work involving the planning and administration of the Macon-Bibb County Recreation Department.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Establishes, conducts, and maintains a recreation system for Macon-Bibb County in such a way as to employ the leisure of the citizenry in a wholesome and constructive manner.
2. Directs, through subordinates, the planning, design, construction, scheduling of usage, and maintenance of all recreational facilities.
3. Plans, develops, organizes, schedules, directs, publicizes, and participates as necessary in sports, physical recreation, instructional, special event, cultural, general recreational, and leisure time activity programs for all ages and interest groups.
4. Plans, supervises, and directs the activity and maintenance of Lake Tobesofkee and Bowden Golf Course.
5. Works with staff to determine facility and program goals, evaluates facility needs and program adequacy, and establishes appropriate levels of maintenance.
6. Coordinates recreation activities with other departments, agencies, and committees.
7. Prepares the department's budget with assistance of subordinates and supervises accounting and financial procedures.
8. Evaluates the effectiveness of employees, programs, and activities.
9. Initiates, develops, plans, and manages countywide and neighborhood special events.
10. Cooperates with local school board and the Recreation Advisory Commission in the establishment and conduct of the Macon-Bibb County recreation system.
11. Develops departmental budgets to present to administrative and governing authorities.
12. Ensures appropriate expenditures of funds and accounts for those expenditures.
13. Initiates surveys and studies of recreation and park needs and interprets them to the governing authority and to the public.

14. Formulates, with the cooperation of governing authority and staff, long-range plans for acquiring, designing, developing, and constructing recreational areas and facilities to meet the needs and demands of the public.
15. Prepares presentations for community groups, organizations, and associations.
16. Holds membership with and participates in the programs offered by national, state, regional, and local professional recreation organizations.
17. Ensures that a strong OSHA and Safety Program are implemented within the department.
18. Attends County Commission meetings as requested.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Director of Recreation must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of the objectives, principles, and philosophy of recreation.
- Knowledge of the activities which make up the community recreational programming.
- Knowledge of all relevant federal, state, and Macon-Bibb County policies and procedures related to safety, equipment, personnel, and other deemed relevant.
- Knowledge of personal computers and basic office programs.
- Ability to plan, direct, organize, budget, and administer efficiently the areas and facilities comprising the recreational system.
- Ability to cooperate with and interpret recreational policies to county officials, civic clubs, private agencies, and the public.
- Ability to communicate effectively in writing and orally.
- Ability to maintain effective working relationships with fellow employees and with members of the general public.

**MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Director of Recreation should possess, at a minimum, a Bachelor's Degree in Recreation Leadership, Recreation and Parks Administration, Public Administration or allied field, and five (5) years of successful experience in an executive level position of a Recreation Department, or related field; or any equivalent combination of education and experiences which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

**NECESSARY SPECIAL REQUIREMENTS:**

- Must be a Certified Park and Recreation Professional (CPRP).
- Must possess a valid Georgia Motor Vehicle Operator's License.

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

The Director of Recreation has direct supervision over the Recreation Staff.

**TRAVEL:**

The Director of Recreation is required to travel to numerous locations throughout Macon-Bibb County including regular visits to all recreation sites, Lake Tobesofkee, and Bowden Golf Course.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, other department heads, public officials, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

**COMMUNICATION SKILLS:**

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees, the general public, and public officials, often involving problem-solving circumstances.

**REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance. Ability to use judgment to make programmatic and personnel decisions.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light-to-medium demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area, although the incumbent is occasionally required to work outdoors and is exposed to inclement weather conditions.

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*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.*

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