

# South Jordan City

## Job Description

<b>Title:</b>	<b>Associate Director</b>	<b>Effective Date:</b>	<b>2/4/2016</b>
<b>Org:</b>	<b>100500</b>	<b>FLSA:</b>	<b>Exempt/Executive</b>
<b>Pay Grade:</b>	<b>22</b>	<b>Workers Comp:</b>	<b>Municipal</b>

### GENERAL PURPOSE

Provides direction and support to employees that support all day to day operations of the Fitness/Aquatic and Community Centers and its patrons Also directs recreation and senior programs and activities on a daily basis.

### SUPERVISOR

Director of Administrative Services

### POSITION(S) SUPERVISED

Recreation Customer Service Supervisor  
Program Coordinator(s)  
Aquatics Supervisor  
Senior Program Assistant  
Driver  
Kitchen Aide  
Building Attendant  
Group Fitness Assistant

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Provide division leadership by supporting and implementing vision, goals, and objectives for each division. Create and implement business plans, where needed.

Supervise subordinate personnel including hiring, performance management, coaching, and initiating corrective action.

Manage and maintain the Fitness Center, Senior Programs, Recreation program budgets.

Ensure timely communication with senior management, department staff, other divisions, and employees at large.

Provide vision and strategic planning for supervised departments to increase efficiency and customer service.

Handle citizen complaints in a courteous and professional manner.

Train employees to ensure that accurate information is disseminated to the public.

Provide financial and data analysis as needed.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

A. Bachelor’s Degree in Recreation Management, Therapeutic Recreation or Gerontology, or related field;

AND

B. Three (3) years experience working in a related occupation preferably recreation/senior citizen based; Two (2) year supervisory experience preferred.

2. Special Qualifications:

Valid Utah Class D Drivers License

3. Knowledge, Skills, and Abilities:

Knowledge of methods, techniques and procedures in the delivery of the senior programs, common recreational and social needs of various age groups, principles and procedures for implementing and directing community services or recreation activities, principles and practices of program budget monitoring, and principles and practices of assigning and reviewing the work of others.

Knowledge of grant writing and volunteer management.

Skill in working with diverse groups, individuals, youth and children, in interpersonal conflict/dispute resolution methods, and organization and implementation of programs and activities in a professional manner.

Ability to operate a personal computer and Microsoft products.

Ability to develop and coordinate a community service or recreation program suited to the needs of the community, plan, organize, coordinate and implement senior programs and events, establish and maintain effective working relationships with those contacted in the course of work.

Ability to analyze, interpret and explain section polices and procedures communicate effectively orally and in writing, train and evaluate contract and temporary personnel, prepare detailed reports and other written material.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Ability to work irregular hours (M-F, Weekends). Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking. Periodic local travel may be required.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Exempt</b>	<b>EEO-4 Class:</b>	<b>Official/Adm</b>
<b>Location:</b>	<b>Community Services Programs</b>	<b>EEOP Class:</b>	<b>Official/Adm</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	