

South Jordan City

Job Description

Title: Associate Director of Recreation
Org: 100200
Pay Grade: 25

Effective Date: 10/1/2021
FLSA: Exempt/Executive
Workers Comp: Clerical

GENERAL PURPOSE

Perform a variety of managerial, administrative, and operational duties related to recreation for the administrative services department including fitness and aquatic center, community center, senior programs, events, museum, arts, and recreation programming. Support and advise staff in day-to-day operations. Work involves significant community engagement and public involvement with policy makers, citizen committees and residents.

SUPERVISOR

Director of Administrative Services

POSITION(S) SUPERVISED

Aquatics Supervisor	Parks & Recreation Administrative Assistant
Recreation Program Supervisor	Museum Curator
Special Events Coordinator	Arts Program Coordinator
Community Center Supervisor	Customer Service Supervisor
Daycare Coordinator	

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. Create and implement business plans, where applicable.

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

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

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

Provide vision and strategic planning for supervised divisions 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.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new Recreation delivery methods, procedures, and techniques

Provide financial and data analysis as needed.

Establish and maintain cooperative working relationships with other departments, City officials, outside agencies, and the general public.

When requested, act as Director of Administrative Services in the Director's absence.

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

A. Bachelor's Degree from an accredited college or university with major course work in business, recreation management or related field;

AND

B. Four (4) years of management related experience; two (2) of which are in a supervisory capacity.

2. Special Qualifications:

Valid Utah Class D Driver License

3. Knowledge, Skills, and Abilities:

Knowledge of methods, techniques and procedures in the delivery of 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 administrative and operational characteristics, services, and activities of recreation programs; organizational and managerial practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles and practices of program development and administration, strategic planning, public administration, municipal accounting, budgeting principles and practices, and statistical methodology; principles of economics, financial analysis, and cost-benefit analysis, research methodology, reporting techniques and report preparation principles; principles and practices of project management with special emphasis on capital project planning and control; and principals and practices of supervision, leadership, training, and performance evaluation; knowledge and familiarity with social media used by municipal entities.

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 recreation programs and events, establish and maintain effective working relationships with those contacted in the course of work.

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

Knowledge of pertinent Federal, State and Local laws, codes and regulations.

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

Job Class:	Clerical Exempt	EEO-4 Class:	Official/Adm
Location:	Administrative Services Admin	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	1250