

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Director of Recreation	Reports To:	General Manager
Salary Range:	C21	Approved by Board of Directors:	07/13/2022
FLSA Status:	Exempt	Unit:	Unrepresented - Management
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i></p>			

Definition

To plan, organize, oversee and manage the activities and operations of the Recreation Department including lakes and recreation properties; to coordinate assigned activities with other departments and outside agencies; to provide leadership to the organization; and to provide highly responsible and complex administrative support to the General Manager.

Supervision Received and Exercised

Receives policy direction from the General Manager.

Exercises direct supervision over assigned professional, technical and administrative support personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
2. Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the General Manager and Board of Directors; prepare and present staff reports and other necessary correspondence.
3. Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Oversee and participate in the development and administration of the Recreation Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
6. Prepare and oversee contracts and leases; resolve lease agreement issues; approve purchases for materials and equipment.
7. Approve projects and manage issues for District lakes; ensure and maintain compliance to lake management plans.
8. Promote and coordinate recreation activities and events in recreation areas.

9. Research trends, demographics, and assess community needs to ensure relevant programming and activities.
10. Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
11. Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
12. Build and maintain a working environment of trust and teamwork; swiftly and effectively address issues that threaten a cohesive working environment.
13. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
14. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of recreation administration.
- Principles and practices of contract development and administration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of effective customer service.
- Principles and practices of budget preparation and administration.

Ability to:

- Plan, direct and control the administration and operations of the Recreation Department.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and collaboration.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, District and department policies, procedures, rules and regulations.
- Operate and use modern office equipment including a computer and applicable software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Responsibility to:

- Take appropriate steps to ensure the safety of personnel.

- Report to the Risk Manager/Safety Officer any work assignment that you feel would require you or departmental personnel to perform the work in an unsafe manner and any safety risks or hazards.

Responsibility to ensure that all personnel under your supervision are:

- Properly trained in safe work practices and procedures.
- Utilizing proper protective equipment.
- Operating equipment properly.
- Acknowledging the use of safeguards by other employees.
- Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of increasingly responsible experience in recreation administration; including three years of administrative and management responsibility.

Education:

Equivalent to a bachelor's degree from an accredited college or university with major course work in recreational services, business or public administration, or a related field.

License and Certificate:

Possession of a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Conditions include attendance at evening meetings and irregular hours as necessary to meet deadlines and achieve objectives as well as periodic travel.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; explain and interpret policy; handle conflict.