Position Overview
The Director of Leisure Services is responsible for providing high level managerial leadership, administrative and financial direction, as well as directing the planning, development and operation of City-wide parks, recreation and leisure services programs and facilities. Work involves analyzing program effectiveness, managing, planning and supervising the traditional recreation programs to include but not limited to special events, youth recreational and senior programs.

The Director will prepare, present and administer the budget process and oversee budget expenditures; extensive planning, supervision and allocation of human, financial and material resources in order to meet the City’s recreational needs. Responsibilities include overseeing the beautification and landscape maintenance of the City to include parks, ball fields, and other City facilities. This position will be responsible for directly supervising professional, administrative, and technical and trades employees over parks, recreation and leisure services divisions and programs.

Essential Job Functions
Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Supervises, selects, trains, directs, and evaluates division managers, and monitors all activities and operations of the department. Along with division managers, sets goals and objectives.
- Plans, organizes, staffs and directs all parks and recreation activities.
- Prepares annual budget and directs expenditures of department funds.
- Implementation of enterprise and self-sufficient departmental operations and Special Events.
- Prepares regular reports of departmental activities.
- Plans the improvement of existing and the development of new facilities and equipment.
- Recommends areas for acquisition to the parks and recreational program.
- Plans layouts of undeveloped recreational areas.
- Meets with individuals, civil and community groups, and other organizations to speak on matters pertaining to city parks and recreation programs. Cooperates with such groups in planning recreational facilities and programs.
- Attends conventions, seminars and other association meetings to keep abreast of recent developments in parks and recreation management.
- Oversees design, development, bid, construction and project management of approved improvements and new installations.
- Oversees marketing/sales and associated advertising for activities of the sportsplex, including all printed materials, i.e., brochures, and social media. Strong background in managing event planning and operations.

**Knowledge, Skills and Abilities**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Thorough knowledge of the objectives and ideals of public recreation, including considerable understanding of the diverse activities which constitute a community parks and recreation program.
- Thorough knowledge of the facilities and equipment needed in a broad recreational program and of the proper physical planning and arrangement of park areas.
- Considerable knowledge of public administration, including budget preparation and control, purchasing and personnel management.
- Ability to understand the park and recreation needs of the community and to coordinate planning activities to fulfill these needs.
- Ability to prepare, analyze and administer budgets, prepare reports and keep records.
- Ability to initiate and organize policies and procedures pertaining to park and recreation programs and to supervise the work of subordinate personnel.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Ability to plan, assign and direct the work of subordinates.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.
**Education and Experience**
B.A. or B.S. from an accredited college or university with major course of study in recreation administration, park management, public administration, or a related field. Masters degree preferred. Seven to eight years’ experience in management of parks and recreational facilities and programs or public parks, including at a minimum five (5) supervisory experience. A combination of education and work experience will be considered.

**Required Licenses or Certificates**
Must possess a valid Mississippi driver’s license. Certified Park and Recreation Professional (CPRP) preferred.

**Physical Demands and Working Conditions**
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.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.