

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Director of Parks and Recreation  
**DEPARTMENT:** Parks and Recreation  
**FLSA STATUS:** Exempt

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**GENERAL PURPOSE:**

This is an at-will Administrative Officer position, performing director level work in the Parks and Recreation department. Directs and manages recreation, fitness, athletics, and leisure programs, special projects, and other activities. Position directs a team of associate or technical employees through subordinate supervisors and a team of professional employees. Position is primarily focused on directing, coaching, developing and evaluating other people. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish the City's business strategies.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Directs department activities and coordinates with other departments and agencies as necessary
- Supervises staff, including assigning tasks and projects, reviewing work and assisting staff with prioritization and completion of assignments, approving leave and overtime requests, evaluating performance and recommending and issuing disciplinary actions as needed, coaching and mentoring staff, providing opportunities for growth through work assignments and training, interviewing, and recommending new hires and promotions
- Prepares and monitors the departmental budget
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations
- Provides guidance to address department issues and develops plans for resolution
- Researches professional trends in the parks, recreation, fitness, and special events field to ensure continuous improvement in the creation and delivery of program services
- Communicates official plans, policies, and procedures to staff and the general public

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- Makes presentations to supervisors, advisory boards, City Commission, civic groups and the general public
- Performs other duties as assigned and/or required

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in parks and recreation or related discipline; supplemented by ten (10) or more years' experience in the direct supervision of staff and the operation of parks and recreation facilities; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida driver license. Membership in the National Recreation and Parks Association (NRPA) and the Florida Parks and Recreation Association (FRPA) preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Advanced knowledge of administrative practices relating to parks and recreation
- Knowledge of budgeting techniques
- Knowledge of personnel management practices
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to multi-task, assign, and prioritize assignments within the department
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to direct, delegate and manage effectively
- Ability to develop and interpret budgets, contracts, fiscal, and financial reports
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying (up to 50 pounds), pushing and/or pulling of moderately heavy objects and materials (up to 100 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

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**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date