

City of Greenwood – Assistant Director of Parks and Recreation

Job Title:	Assistant Director of Parks and Recreation	Job Category:	Exempt
Department/Group:	Parks and Recreation	Job Code:	
Location:	100 Surina Way	Travel Required:	No
Level/Salary Range:	\$65,000-\$70,000	Position Type:	Full-time
HR Contact:	Director of Human Resources	Supervisor:	Director of Parks and Recreation
Fax or E-mail: (317) 887-5504 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 South Madison Avenue Greenwood, IN 46142		
Job Purpose:	Under general direction from the Director of Parks and Recreation, the Assistant Director of Parks & Recreation plans, organizes, directs, and coordinates the activities of the Parks & Recreation division including preparation, repair, maintenance, and construction of City recreational indoor and outdoor facilities, including, playgrounds, aquatic facilities, ball diamond fields, rental halls, trails, and parks; plans, organizes, directs, and coordinates the activities of the recreation division including youth and adult sports, special events, aquatics, and to coordinate parks activities, recreation programs and life enrichment activities with other divisions and departments.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Develops and implements departmental goals, objectives, policies, and procedures.
- Assisting in the development of the work plan for assigned areas, assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee termination.
- Seeks alternative means of supporting and financing department programs; writes grants, solicit funds, and volunteer staffing from large service groups, community organizations, and individuals.
- Develop long-range financial, planning and personnel goals and objectives. Project long term financial needs.
- Complete year-end financial reports, reconcile year-end records and electronically and manually file records.
- Assist with Processing purchase orders and claims including verification of account numbers, data entry and all other related administrative duties.
- Update and prepare department contracts, reports and financial documents.
- Promote all safety policies and procedures to employees as well as follow the City Safety Manual.
- Consistently seek to develop existing programs as well as new programs that coincide with the needs of the Community. Develop promotional materials.
- Assist with activity schedules, participation/attendance, facility rental, accidents/injuries and problems/incidents.
- Serves as Acting Director in the Director’s absence.

Job Requirements:

- **Education:** Bachelor’s degree in Recreation, Business or related field.
- **Experience:** Five to eight years Parks and Recreation Management and Bookkeeping or equivalent combination of education and experience.
- **Skills and Abilities:** Working knowledge of and ability to make practical application of principles and practices of Recreation management. Must be first aid and CPR certified and trained in bloodborne pathogens control. Must possess a valid driver’s license.
- **Physical:** Ability to work extended and/or evening and weekend hours and serve on 24 hour on call. Sitting, walking and standing for extended periods of time and lifting and carrying objects weighing up to 50lbs.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____
Date: _____

Approved By: