

# CITY OF PERRY, GEORGIA

## JOB ANNOUNCEMENT

**POSITION OPENING:** 15-27      **Post Dates:** 2/26/15 – 3/31/15

**Classification Title:** Director of Leisure Services

**Salary Range:** \$64,300 - \$90,700

**Location:** City of Perry – Recreation Department

**Term of Appointment:**  Regular     Temporary     Part-Time

**Probationary Period:** 12 months

### GENERAL NATURE OF WORK:

This position is responsible for the administration of City sponsored leisure activities, development and monitoring of recreation/leisure needs, enhancement of recreation/leisure facilities/engagement with community stakeholders in leisure planning, provision and promotion, assists in development of new programs and exhibits, develops staff skills and represents City positions in public forums.

### EXAMPLES OF DUTIES:

- Provide Mayor/Council proposals that would encourage recreation, leisure, cultural and entertainment options for residents and tourists.
- Promote best management practices for recreation/leisure programs and activities.
- Plan and assist in development of recreation trail projects.
- Identify and develop self-sustaining cultural, leisure and recreation programs, activities and events.
- Implement Council's recreation and leisure strategic plan.
- Determine service market for programs.
- Develop recommendations for cultural, leisure and recreation capital improvements.
- Research and recommend space uses and future needs.
- Coordinate public information and develop processes to involve community participation.
- Research and recommend programs for department.
- Monitor green space sites and recommend improvements where warranted.
- Represent the City on various boards, foundations, committees, etc. as assigned.
- Develop therapeutic recreational activities.
- Conduct periodic cost/profit assessments of programs.
- Research and apply for appropriate grants, foundation assistance, partnership programs, etc.

### MINIMUM QUALIFICATIONS:

- Possesses an associate's or bachelor's degree from an accredited college or university in related field.
- Minimum five (5) years' experience supervising staff in related area.
- Ability to effectively communicate both orally and in writing in business English.
- Proven employment history involving financial and program planning.
- Demonstrated history of interaction with diverse groups to achieve designated goals.
- Experience in contractors selection, monitoring and evaluation.
- Familiar with generally used social media and office systems.
- Possesses or has ability to obtain a current, valid State of Georgia driver's license and a safe driving record.

### WORK ENVIRONMENT:

Day and evening time required. Meets with various outside groups. Mixture of outdoor and office based on needs of programs, planning and issues.

Position requires pre-employment, post-accident, and random drug testing.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER AND A  
CERTIFIED DRUG FREE WORKPLACE**