CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 15-27 **Post Dates:** 9/09/14 – 11/10/14

Classification Title: Director of Leisure Services

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

Location: City of Perry – Recreation Department

Term of Appointment: (x) 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 drive'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