

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 19-40 **Post Dates:** 4/05/19 – 5/10/19

Classification Title: Director of Leisure Services

Salary Range: \$72,600 - \$97,500

Location: City of Perry – Leisure Services Department

Term of Appointment: Regular/Full-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 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.
- 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.
- Coordinate public information and develop processes to involve community participation.
- Research and recommend programs for department.
- 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:

- Minimum three (3) years' experience supervising staff in related area.
- Ability to effectively communicate both orally and in writing in business English.
- Proven employment history involving program planning.
- Demonstrated history of interaction with diverse groups to achieve designated goals.
- Experience with 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.
- Demonstrated history of progressively more tasks and management responsibilities.
- Consideration given for possession of associate's or bachelor's degree from accredited school in related field.

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. Numerous interactions with clients.

SUPERVISORY CONTROL:

Serves at the pleasure of Mayor/Council. Reports to City Manager on operational level.

HOW TO APPLY:

Internal Applicants: Submit cover letter and resume to Human Resources.

External Applicants: Submit Application for Employment to Human Resources. Resume may be added to application package.

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