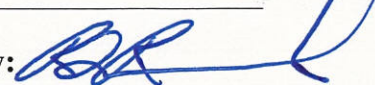


CITY OF NOME, ALASKA
Job Description

Assistant Director
Parks and Recreation Department

Range:	13	Approved by:	
Department:	Parks and Recreation Department	Date:	8/23/2007
Reports to:	Director of Parks and Recreation	Status:	Non-Exempt
Supervises:	Lead Attendant, Lead Lifeguard, Attendants, Lifeguards, Clerical Assistants, and Community Service Workers		

Summary:

The Assistant Director, under the general supervision of the Director of Parks and Recreation, is responsible for assisting in the coordination, and management of the Nome Recreation Facility, the Nome Swimming Pool, the Outdoor Sports complex, the outdoor ice hockey rink or any park that falls under the Parks and Recreation Department. Assumes the role of the Director of Parks and Recreation Director in the Director's absence. The person in this position reports to the Director of Parks and Recreation.

Essential Duties and Responsibilities:

Under direction from the Director of Parks and Recreation, responsible for maintaining facility security and managing the safe operation of all Parks and Recreation facilities and parks for patrons, staff and public in compliance with state health and safety regulations and standards.

Assist in the recruitment and selection of Park and Recreation personnel. Recommends hiring and firing of subordinate staff. Directly supervises, evaluates and sets goals for staff. Develops staff work assignments and duties and coordinates staff scheduling.

Responsible for overseeing inventory management of all facilities supplies and equipment. Makes purchasing recommendation to Director.

Plan, coordinate, and instruct safety, CPR, and First Aid training for all Park and Recreation employees. Maintain certification and safety training logs on all Park and Recreation Staff.

Performs minor repairs to equipment and facilities and recommends major repairs.

Responsible for a preventative maintenance program for City owned Parks and Recreation facilities.

Assists with the coordination, utilization and rental of department venues.

Coordinates activities and events with the school district, clubs and service groups, local and non-local businesses, agencies, special interest groups, City Departments, contractors and consultants.

Must be able to represent the Department at public events.

Actively assists in the development of the Nome Recreation Center and Nome Swimming Pool budgets.

Assists in overseeing the proper implementation of City and departmental policies and procedures.

Assumes the role of the Director of Parks and Recreation in the Director's absence.

Conduct oneself in a professional manner.

Perform other duties as assigned by the Director of Parks and Recreation.

Supervisory Responsibilities:

Directly supervise the Lead lifeguard and the Lead Attendant. Assists in personnel administration including interviewing, recommending and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing public or staffing complaints and resolving problems.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required.

Not less than 21 years of age.

Job Specific Skills:

First Aid, CPR and AED certificates issued by the American Red Cross or equivalent.

An awareness of safety, liability and risk management.

Must obtain Certified Pool Operator License or equivalent and Lifeguard Certification within one year of hire.

Education and/or Experience:

Associates degree with study in public administration, aquatics, physical education, or related field is desired.

In absence of degree, a high school diploma or GED accompanied with three years of related experience is desired. Must be proficient with computer skills including knowledge of Microsoft applications Word and Excel.

Minimum of two years supervisory experience.

Special Requirements:

Must have a valid driver's license.

Ability to operate a variety of specialized equipment to accomplish departmental projects. Including but not limited to hand trucks, pneumatic post drivers, genie lifts, weed whackers, etc.

Ability to plan, organize, coordinate and direct the activities and personnel involved in Parks and Recreation programs.

Must be willing to work evenings and weekends to provide management oversight of staff and facilities.

Language Skills:

Ability to read, analyze and interpret procedures manuals, aquatics manuals and sports rules books, written instructions and policy memos. Ability to write incident reports, program receipts, attendance reports, program evaluations and short correspondence to supervisors, as needed, using department forms. Ability to effectively present information, respond to questions and or resolve complaints from staff, patrons, and city employees.

Mathematical Skills:

Ability to add and subtract, multiply and divide. Calculate figures and amounts such as discounts and percentages. Ability to perform these operations using units of American money and weight measurement and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed instructions. Ability to define problems, collect data, establish facts and present recommendations to supervisors. Ability to deal with several abstract and concrete variables. Ability to deal with problems involving variables in standardized and nonstandardized situations.

Other Skills and Abilities:

Knowledge of public recreation, human behavior, and physical hygiene, as applied to aquatic and recreational activities.

Knowledge of proper use of respirator, confined space, MSDS sheets, and storage of chemical and proper usage.

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, walk, stand, reach with hands, feel objects, stoop, stretch and grab, climb, bend and lift or crouch. The employee is frequently required to type, handle objects, tools, supplies or sporting equipment, crawl or kneel. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

The employee must regularly lift and or move up to 25 pounds, frequently lift and move up to 45 pounds and with assistance of hand truck or other device, move up to 100 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an office environment, gymnasium and other spaces typical of a recreational facility. May occasionally work in outside weather conditions ranging from wind, snow, rain, cold, and fog.

The noise level in the work environment is usually moderate, but occasionally high during public events and youth programs. Ear protection is not required.