



The Town of Pembroke is currently seeking an energetic, self-motivated, professional, and experienced candidate for the full-time position of **Parks & Recreation Director**. *Pembroke is a quaint but growing community, regarded as the social, political, cultural and commercial center for the Lumbee Tribe, the largest American Indian tribe east of the Mississippi River, with over 58,000 members. Pembroke is also home to the University of North Carolina at Pembroke (UNCP), which is part of the University of North Carolina system, with peer institutions North Carolina State, UNC-Chapel Hill and others. Approximately 3500 residents call Pembroke home along with over 180 businesses.* The Parks & Recreation Director plays a critical role in the management of the Town’s recreational and parks daily operations. We are seeking an experienced individual to be a part of a team that is passionate about the Town and the community that we serve.

Qualifications: Preferred candidates will minimally possess a Bachelor’s degree in recreation administration or related field and considerable experience of a responsible nature including supervisory experience in parks and recreation administration.

Hiring range and Application Process: The Hiring Range for This Position Is \$48,855 To \$58,000. Placement Within This Range Will Depend Upon A Candidate’s Successful Qualifications and Experience. The Town offers a highly competitive benefits package. Application forms may be obtained online at www.pembrokenc.com/hr or in person at 98 Union Chapel Road, Pembroke, NC. Applications must be completed fully; it is not sufficient to merely attach a resume and cover letter. **A resume and cover letter must be completed and submitted with the application.** Application submissions should be submitted via email to amira@pembrokenc.gov; via mail to *PO BOX 866, Pembroke, NC 28372 (Attn: Amira Hunt, Town Clerk)* or in person at Town of Pembroke Town Hall, 98 Union Chapel Road, Pembroke, NC. Applications will be accepted on an ongoing basis until the position is filled. ***A full job description for the vacancy follows.***

PARKS AND RECREATION DIRECTOR

General Statement of Duties

Performs responsible managerial, administrative and supervisory work in directing, planning, and implementing the activities of the Town's Parks and Recreation Department.

Distinguishing Features of the Class

An employee in this class performs a variety of administrative, supervisory, and professional duties in the management of parks and recreation activities for the Town. The employee is responsible for planning, organizing and directing recreational and athletic programs, community events and parks for the Town; providing leadership in strategic long and short-range planning for programs, parks and facilities management and operations; and developing goals, objectives, policies and procedures. Work includes budget development and management for on-going programs and capital expenditures. The employee participates substantially in the planning, programming, and implementation of events, especially associated with the youth and adult athletic programs. The employee is responsible for the selection, training, evaluation, and supervision of full-time, part-time and seasonal workers and volunteers. Sound judgment and discretion as well as initiative and strong interpersonal and communication skills are required. Work requires extensive public contact with other departments, community and civic organizations, schools, Town officials, and the general public. Employee is subject to hazards in parks and recreation work including working in both inside and outside environments, in extreme weather conditions, noises, and atmospheric conditions. Duties may also expose the employee to human body fluids and the work is covered by the OSHA requirements of bloodborne pathogens. Work is performed under the general supervision of the Town Manager and is reviewed through conferences, reports, and results achieved.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes, directs and participates in the development, implementation and evaluation of varying parks and recreational and cultural programs and special events with a focus on athletic events for all segments, groups, ages, and interest levels within the Town.

Develops short and long-range plans for recreation programs and facilities according to anticipated Town growth, future interests, and expanded parks and recreation needs.

Works with the Town Manager to determine vision, priorities, and funding resources; engages in long-range strategic planning; develops long range plans for the provision of facilities and open space for the public; establishes goals and objectives for provision of programs, services and activities.

Plans, organizes, oversees and participates in the maintenance of various facilities, parks, and structures related to departmental activities.

Develops and recommends plans for acquisition, development and maintenance of park and playground areas and for structures and facilities; negotiates with officials, and contractors on agreements and contracts.

Serves as liaison to citizen groups; counsels and receives input from community groups and individuals on parks and recreation interests, needs and problems; utilizes such input for overall planning and programming and program evaluation.

Receives input and serves as staff for the Recreation Commission Board.

Manages personnel; supervises work of subordinates directly; ensures appropriate training is provided and that evaluation of performance is fair and consistent; counsels and motivates staff, takes disciplinary action and recommends dismissal as appropriate; reviews and approves departmental timesheets; follows Town policies and procedures.

Develops and administers department budget; recommends operating and capital budgets; monitors revenues and expenditures; requests budget amendments as needed; applies for and administers grants related to departmental goals.

Ensures proper and safe operation of all parks and recreational facilities; ensures implementation of safety regulations.

Guides and oversees promotion program and event publicity and promotion through varied public relation efforts; makes presentations to the public or civic groups on department activities and events; participates in community networking to secure monetary donations and manage fund raising activities.

Represents the Town and department on parks and recreational committees and other business and community groups; works with other community, civic, schools, and athletic groups to plan and organize events.

Receives complaints and concerns, and resolves problem situations with the public.

Ensures effective scheduling of public events, programs and activities, and rental of facilities.

Participates in grounds maintenance and program implementation to ensure programs are provided in a timely and effective manner.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills and Abilities

Thorough knowledge of the trends, principles and methods of municipal park and recreation planning, development, management, administration, programming, and evaluation.

Thorough knowledge of the principles and methods of parks and playground planning and development and facility management.

Thorough knowledge of athletic programming and administration.

Considerable knowledge of current literature, trends and developments in the field of public recreation and skill in developing and executing a program of recreational activities.

Considerable knowledge of modern and effective supervisory principles and practices including leadership, motivations, communications, performance coaching and evaluation.

Considerable knowledge of FLSA guidelines regarding part time and seasonal employees and OSHA safety regulations associated with parks maintenance and recreational activities.

Considerable knowledge of the application of information technology to the department.

Demonstrated skill in providing leadership and supervising full and part time recreational, athletic and parks maintenance staff, coaches and officials, etc.

Skill in collaborative conflict resolution, public speaking and problem solving.

Ability to effectively plan, organize, direct and supervise multiple programs and activities.

Ability to express oneself clearly and precisely and communicate complex ideas, both orally and in writing.

Ability to establish and maintain effective working relationships with Town officials, supervisors, subordinates, diverse community groups and the public and to promote and maintain high morale.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, pushing, pulling, walking, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force frequently or constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures; perform accounting; operate a computer; read extensively; inspect small defects, small parts, or operation of machinery; use measurement devices; perform mechanical trades; and be able to inspect work of others.

Desirable Education and Experience

Graduation from an accredited college or university with a degree in recreation administration or related field and considerable experience of a responsible nature including supervisory experience in parks and recreation administration; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.