



JOB TITLE: DIRECTOR

DEPARTMENT: COMMUNITY AFFAIRS

JOB CLASS NUMBER: 6300

DIVISION: COMMUNITY CENTERS & PROGRAMS

REVISION DATE: 10.19.2023


Acceptance - Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

The Director of Community Centers and Programs plans, staffs, organizes, and directs all programs, functions, and activities of the Division. The Director is responsible for the development of programs and policies for operational management of all Community Center functions and personnel. Work includes the development of an integrated, on-going programs plan to determine and implement the various goals and objectives of community residents and the City of Monroe for programs for youth, adults, seniors, and special populations, as well as special events. The formulation of ordinances, resolutions, cooperative endeavors, and policies regulating the use and development of Community Centers, along with the preparation of activity programs that facilitate development of community resources, will create and /or improve individual, family, and community health and wellness.

Supervision Received and Exercised

Directly reports to the Director of Community Affairs and exercises technical and functional supervision over professional, technical, maintenance and clerical personnel. Directly supervises Community Center staff. Oversees a variety of volunteer citizen groups.

EXAMPLES OF DUTIES:

- *Plans, coordinates and directs the daily operations of all City Community Centers and their Programs*
- *Supervises professional, technical and clerical personnel engaged in all aspects of Community Center program planning*
- *Prepares and implements the Division business and operating plans to ensure Program and budget sustainability, including tracking expenses and revenues generated at each Center*
- *Coordinates building rentals and approves all building requests in line with established policies and facility availability*
- *Develops, implements, and maintains an integrated master plan for Parks and Recreation / Community Center goals and objectives that residents in all areas of the community can participate in*
- *Prepares comprehensive reports based on careful study of Community Center issues (SWOT-Strengths, Weaknesses, Opportunities, Threats) and makes appropriate recommendations; evaluates effectiveness of facilities and services and local conditions..*
- *Ensures that each Community Center and grounds are properly maintained, and all public spaces are kept tidy, contributing to a welcoming atmosphere for the community.*
- *Evaluates effectiveness of facilities and services*
- *Researches and prepares, in cooperation with the City Grant Writer, grant opportunities with state and federal agencies*

- *Responsible for coordinating with the Planning and Urban Development Department on growth-related issues and Community Center construction projects and development.*
- *Promotes public understanding of the Community Centers' programs and policies through promotional events and marketing tools designed to attract and enhance community participation*
- *Responsible for conducting risk assessments and policies and procedures to minimize and manage risks ensuring employee accountability and establishing a safe environment*
- *Follows the Louisiana Governmental Code of Ethics for public servants and ensures that all employees do the*
- *same.*
- *Performs other reasonable duties within the scope of work, or in emergency situations, as assigned by the appropriate authority.*

TRAINING AND EXPERIENCE:

- *Bachelor's degree in Recreation Management, Public Administration, or closely related field*
- *Master's degree in a related field with five years of experience may substitute*
- *Five (5) years of responsible management experience in professional public, private parks and recreation activity or educational activity*
- *Any combination of academic and work experience yielding a broad degree of familiarity with the problems and issues affecting the City of Monroe's community center facilities.*

KNOWLEDGE, SKILLS, AND ABILITIES:

- *Extensive knowledge and understanding of recreational principles, concepts and techniques*
- *Knowledge of the technical, organizational, and administrative functions necessary to the development and maintenance of coordinated and comprehensive recreational program development and implementation*
- *Knowledge of principles and practices of personnel management, supervision, training, and performance evaluation*
- *Able to effectively supervise, train and develop staff; Able to create effective working relationships with employees*
- *A history of experience and commitment working in a diverse environment*
- *Knowledge and understanding of municipal finance and budgeting*
- *Able to establish and maintain effective working relationships with the public, news media, and other City departments as well as local, state and federal agencies*
- *Skill in preparing and presenting technical information in a clear and concise manner*
- *Skill in effectively communicating orally and in writing with City of Monroe officials, City of Monroe staff, and the general public*
- *Skill in planning, staffing, organizing and directing community programs and activities*
- *Able to establish / reestablish successful programs in ALL Community Centers with services such as, but not limited to:*
 - *Summer Camp / Holiday Camp program at all community centers to provide safe, fun activities for our youth.*
 - *Aerobic / Dance / Fitness classes*
 - *Scouting Programs*
 - *Educational programs such as tutorial / afterschool and summer youth programs, computer labs*

- Youth sports programs such as flag football, tackle football, basketball, cheerleading, track and field, t- ball, baseball, soccer, boxing, or other programs that may be of interest to our community
 - Adult sports programs such as basketball, softball, boxing, Senior Olympics
 - Arts programs such as quilting, pottery, ceramics, drama, dance, and other similar programs of interest of our community
- Able to handle confidential information in a sensitive manner
 - Conflict management and resolution skills
 - Knowledge of published material and data sources relating to Community Center challenges and innovations.

LICENSES AND CERTIFICATES:

Valid Driver's License

INTERNAL POSTING PERIOD: 10/31 - 11/6/2023

Position posting goes public after 10th day.