

# Hardee County, FL

## JOB DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Parks, Recreation, and Marketing Director

**Department:** Parks & Recreation

**Pay Grade:** 116 (\$59,913.95 to \$92,266.32)

#### JOB SUMMARY

Under limited supervision, this position provides leadership for the Department of Parks, Recreation, and Marketing and is responsible for developing and administering programs and systems to support and promote high performance strategies to meet organizational needs, vision, and values. Reports to the County Manager.

#### ESSENTIAL JOB FUNCTIONS

- Provides leadership and strategic direction for determining priorities, goals, and objectives to meet County, Departmental, and Community needs as they relate to the County's parks, recreation, tourism, and animal services programs and facilities.
- Plans, organizes, and coordinates complex project activities related to establishing and applying modern recreation concepts and systems and developing innovative programs for addressing problems and concerns.
- Establishes, implements, and evaluates internal systems to effectively meet operating goals and objectives.
- Responsible for overall management of the department; including budget research, development, preparation, and budget monitoring to ensure cost effectiveness.
- Develops proposals and reports on parks, recreation, tourism, animal services and related issues and presents recommendations to County Management, County Commission and to other groups.
- Ensures reports, studies, and plans are appropriately processed in accordance with federal, state, and County ordinances and policies.
- Responsible for implementing programs that promote communication with the community on a variety of topics.
- Implements procedures for receiving and processing community inquiries and concerns; establishes effective relationships with the media; meets with community groups, gives talks and presentations, and represents the County at various meetings and functions.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's Degree in Parks and Recreation, Business Administration, Public Administration, or a related field and 5 years of progressively responsible previous experience and/or training that includes public recreation agency management, recreation program administration, long-range strategic planning, budget management, public relations, and management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Special Qualifications:**

None.

### **Licenses, Certifications, or Registrations:**

- Possession of or ability to readily obtain a valid driver's license issued by the State of Florida.
- Advanced degree or professional designation as a Certified Parks and Recreational Professional (CPRP) desirable.

### **Knowledge, Skills, and Abilities:**

- Comprehensive knowledge of parks and recreational programming and facility operations as they relate to the County's parks, recreation, tourism, and animal services programs and facilities.
- Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Monitoring/assessing performance of other individuals, or the organization to make improvements or take corrective action.
- Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Using logic and reasoning to understand, analyze, and evaluate complex situations and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to the situation.
- Considers relative costs and benefits of potential actions to choose the most appropriate.
- Maintains high morale among all department employees. Shares knowledge with supervisors and staff for mutual and departmental benefit. Develops and maintains cooperative and professional relationships with employees, managers in other departments, representatives from organizations, and the general public.
- Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing.
- Ability to perform arithmetic, algebraic, and statistical applications.
- Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Implements work activity in accordance with priorities and estimated schedules.

- Ability to effectively interact with the public, County employees and County Officials.
- Familiarization with the Florida Tourism Development Tax and permissible uses for marketing Hardee County.

#### **PHYSICAL DEMANDS**

Requires the ability to exert light physical effort in sedentary to light work. Additionally, the following physical abilities are required:

- Tasks may involve extended periods of time at keyboard or workstation.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally and the ability to sufficiently operate motor vehicles and/or heavy equipment, by both day and night.

#### **WORK ENVIRONMENT**

Work is performed predominantly inside in an office environment in which the employee is not subject to workplace hazards such as adverse environmental conditions. Occasional work may be performed outdoors, which requires exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, toxic agents, violence, disease, or pathogenic substances.

***Hardee County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

#### **Equal Opportunity Employer**

*Hardee County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

**All Applications with Resume are accepted in the Human Resources Department located at 205 Hanchey Road, Wauchula, FL 33873 or via email:**

**[humanresources@hardeecounty.net](mailto:humanresources@hardeecounty.net)**

**Position is open till filled**