ASSISTANT DIRECTOR
Parks and Recreation Department

MAJOR FUNCTION: Performs highly responsible administrative work within the general operations of the Parks and Recreation Department including oversight of the Recreation Division. Manages Department activities through the development and implementation over programs and events, oversight of facilities within the Recreation Division, and assist in management over policies and directives, goals and objectives, contract management, and budget inside the Parks and Recreation Department.

ESSENTIAL DUTIES: Manages the Recreation Division through the development and implementation of recreation activities, programs and events including youth athletic leagues, youth summer programs, community and special events. Supervises various recreational facilities including all rental facilities, the Auburndale Community Center and the Cindy Hummel Tennis Center. Manages the Building Maintenance of recreational facilities to ensure proper maintenance.

Assists in the management of the Parks and Cemetery Division and the Facilities Division in the Parks and Recreation Department. Assist in the selection, placement, promotion, training, safety, discipline and appraisal of Parks and Recreation Department employees.

Assists in the preparation and development of the Parks and Recreation Department annual budget. Responsible for assisting in the evaluation of expenditures necessary and required to complete Departmental projects and Personnel related costs.

Responsible for forecasting the City's recreation needs and makes procedural and operational recommendations to the Director.

Provides staff assistance to the Parks and Recreation Director by preparing and presenting department and project related reports during Staff, City Commission and other City related meetings as needed.

Fills in for the Parks and Recreation Director when he/she is absent. Performs other duties as required.

KNOWLEDGE: Knowledge of the principals, practices and techniques of municipal recreation and leisure service activities and programs as well applicable City laws, policies and regulations affecting department activities. Must have the ability to generate community participation and interest in the City's various recreation activities and programs. Ability to establish and maintain effective working relationships with City employees, other federal, state and local governmental representatives, recreation league members, civic group members, the media, contractors and the general public is essential.

EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree in Recreation, Leisure Services or related field.

EXPERIENCE: Prefer successful candidate to have at least five (5) years of responsible and supervisory experience or an equivalent combination of experience and training.

JOB LOCATION: Parks and Recreation Office, 119 West Park Street

WORK SCHEDULE: Monday – Friday 8AM – 5PM. Must be able to work weekends as needed.

HIRING RATE: $56,091 - $59,524 Annually

CLOSING DATE: Open Until Filled

Persons interested in this position should complete a City of Auburndale application and submit to the Parks and Recreation Director at 119 West Park Street or email: cmcghee@auburndalefl.com. Applications may be obtained at www.auburndalefl.com. The successful applicant will be required to pass a pre-employment physical and drug screening.

The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer