

**TOWN OF CANTON, NORTH CAROLINA**  
**CLASS DESCRIPTION**  
**CLASS TITLE: PARKS AND RECREATION DIRECTOR**

**Department:** Parks and Recreation  
**Reporting To:** Town Manager  
**Direct Reports:** None  
**FLSA Status:** Non-Exempt  
**Last Updated On:** April, 2021

**GENERAL DESCRIPTION OF CLASS:**

Under general direction, performs responsible supervisory and administrative work with regard to the maintenance and growth of the Town's park system and development and direction of dynamic recreational programming.

**ESSENTIAL FUNCTIONS:**

- Supervises and evaluates the operations and administration of the Parks and Recreation Department including pool, sports complex, rental facilities, Chestnut Mountain, Rough Creek, Camp Hope, etc.
- Develops, recommends, and implements Department policies and procedures.
- Ensures the Department's compliance with applicable federal, state, and local laws and regulations.
- Recruits and selects new employees.
- Supervises the work of subordinates; reviews work for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Acts on employee problems; applies corrective action in accordance to Town personnel policy.
- Approves employee discipline and discharge, transfers, promotions, and salary increases.
- Provides for adequate staff training and development opportunities.
- Develops and administers the department budget; approves all expenditures.
- Ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time; prepares related budget and financial reports.
- Seeks, secures, and administers grant funds for Department programs and projects.
- Solicits input, cooperation, and coordination from community groups, neighborhood groups, school groups, and individuals with regard to recreation and park needs and problems; uses input for overall planning and programming.
- Develops, directs and participates in providing an expanding and flexible program of recreational activities for all segments, groups, ages, and interest levels of the community.
- Develops long-range plans for the provision of recreational facilities and open space for leisure time enjoyment of the public.
- Recommends the acquisition and directs the development and maintenance of park and playground areas and of structures and facilities so as to best serve the community.
- Tours parks and recreational areas to assess development opportunities; inspects facilities to determine maintenance needs.
- Develops and implements rules and regulations governing the use of parks and recreational facilities.

- Maintains schedules and records concerning the use and maintenance of all facilities and equipment.
- Takes appropriate steps to ensure the safety of all citizens that utilize park property and facilities, enroll in recreation classes, attend special events, and take part in any activity offered by the Department.
- Prepares and gives presentations to Town officials and civic/community groups concerning Department activities.
- Plans and participates in Department marketing and public relations efforts; makes public presentations to inform the public about department projects and programs.
- Coordinates Department activities and functions with those of other Town and county departments and outside agencies as appropriate.
- Represents the department and Town at various local, regional, and national conferences and meetings.
- Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.
- Attends meetings, workshops, conferences, training, etc., as appropriate to enhance job knowledge and skills.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Thorough knowledge of all phases of municipal recreation administration.
- Thorough knowledge of the principals and methods of park planning.
- Thorough knowledge of the Americans with Disabilities Act (ADA).
- Ability to operate a personal computer and Microsoft Office software.
- Strong administrative and organizational skills.
- Strong reasoning and problem solving skills.
- Strong written and oral communication skills
- Ability to deal courteously and tactfully with the general public.
- Ability to develop and execute a well-rounded program of recreational activities.
- Ability to organize and direct work of clerical, technical, and professional employees.
- Ability to cooperate with and interpret recreational philosophies to elected officials, organizations, agencies, and the general public.
- Ability to maintain effective working relationships with other employees.
- Ability to multitask.
- Strong ability to connect with members of the public community and Town of Canton key stakeholders, business and government leaders and neighboring town parks and recreation partners.

**EDUCATION AND EXPERIENCE REQUIRED:**

- High school diploma or GED.
- Bachelor's degree in Recreation and Leisure Studies, Sports Management or related field and/or experience in the municipal parks and recreation field; or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the position.

**SPECIAL REQUIREMENTS:**

- Valid North Carolina driver's license.
- Certified Parks and Recreation Professional.
- Certified Pool Operator

**WORKING CONDITIONS:**

- Office setting and outdoor work; generally no hazardous working conditions.

**ADA COMPLIANCE**

The Town of Canton is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**Physical Requirements:**

- Must have visual acuity to prepare and analyze data and figures, read and prepare reports, operate a computer terminal, and perform extensive reading at times.
- Must have the ability to exert up to 20 pounds of force to move objects frequently and 50 pounds of force occasionally.
- Job requires the physical ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, push, pull, lift, hand dexterity, and perform repetitive motions
- The ability to communicate and/or take actions by talking, hearing, and seeing is essential to perform functions of the job.
- Communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.