



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

OUTDOOR RECREATIONS/LAKE PARKS MANAGER

DAWSON COUNTY PARKS & RECREATION

Full-Time/Salary/Exempt

JOB SUMMARY

This position is responsible for development, planning, organizing, advertising, implementing and supervising programs, events, activities, facility usage and special projects for all ages and interests in the community and is under general supervision of the Parks and Recreation Director.

ESSENTIAL DUTIES

- Plan, organize and implement programs and events for outdoor/lake parks.
- Recruit and train volunteers, contracted service providers and personnel for specialty programs.
- Assists in the development and implementation of various special events or outdoor/lake parks.
- Supervise programs and events, supervise campgrounds, and all trail systems.
- Assist with budgetary preparation and monitoring of revenue and expenses associated with this position.
- Respond to and resolve Customer inquiries and complaints pertaining to outdoor parks / lake parks.
- Assists Director of in securing needed operational materials and equipment.
- Enforce all Dawson County policies, rules, and regulations that apply to this service area.
- Maintain internal record keeping systems, for the service area, for the purpose of departmental performance measurement and customer accountability.
- Perform general housekeeping as necessary.
- Compiles information, researches issues, and composes special reports to provide information and support to management concerning the assigned area and overall departmental operations.
- Performs other related duties as assigned.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- recreation programs and events relative to the position.
- implementation and supervision practices associated with position.
- customer service practices and techniques.
- money handling policies & procedures.

- budgetary processes and procedures.
- County policies and procedures.

SKILLED IN:

- writing promotional materials.
- record keeping.
- working with detailed information.
- organizing events that engage various types of people.
- managing and evaluating.
- effective oral and written communications; one-on-one and in small groups.
- initiating and following up on contacts in the community.
- resolving customer complaints and concerns.
- proficiency in computers and related equipment and software applicable to area of assignment.

ABILITY TO:

- develop, implement and revise policies and procedures, as needed.
- interpret and consider facility characteristics, rules, policies, and procedures when coordinating special events and training volunteers.
- provide professional leadership and direction to maintenance staff.
- organize and manage multiple projects and priorities.
- work effectively under pressure and deadlines with consistent interruptions.
- effectively solve problems.
- maintain safe work conditions for staff.

COMPLEXITY

The work consists of varied duties in planning and conducting programs, events and specialty projects. The overlapping and simultaneous schedule, diversity of programs, participants, and levels of service, contribute to the complexity of the work.

CONTACTS

Contacts are generally recreation department staff, general public, vendors, and instructors. Contacts are typically to give or exchange information, resolve problems, and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: This position is responsible for the development, planning, organizing, advertising, implementing and supervising of programs, events, activities, facility usage and special projects, specifically for outdoor parks / lake parks.

Physical Ability: While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls with hands and arms. The employee is required to walk, sit, climb or balance; stoop, kneel crouch or crawl during special events, programs and when

coordinating rentals and facility use. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.

Environmental Factors: Work may be performed in an indoor and occasionally in an outdoor environment. May be subject to exposure to extreme weather conditions, hazardous chemicals, fumes, infectious diseases, air and water borne pathogens. While the majority of functions can be performed during regular business hours, this position may be subject to working flexible hours and days, including early mornings, evenings, and nights.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Employee is assigned work with general direction from the Parks & Recreation Director, supported by existing policies and procedures, requiring interpretation. Completed work is spot-checked for compliances with procedures, accuracy, and the nature and propriety of the final result and evaluated through annual performance measures. The position has functional supervision over part-time and seasonal staff.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in Physical Education, Sports Management or Leisure Services. A course of study related to the job may be accepted if combined with experience greater than minimum required.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the service areas, division and department in order to direct and coordinate work, which calls for three to five years of experience.
- Applicant must have possession of or the ability to readily obtain a driver's license issued by the State of Georgia and maintain a satisfactory Motor Vehicle Record (MVR).
- Applicant must pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____