

City of Seneca

Community Development & Recreation Director Job Description



Supervised by the City Administrator, the Community Development & Recreation Director is a non-exempt position under FLSA. The Community Development & Recreation Director performs administrative, supervisory, and professional work in the planning, development, and operation of comprehensive public programs for the community.

Reports to

City Administrator

Qualifications / Educational Requirements

Bachelor's Degree in Education, Community Planning, Public/Business Administration, or a closely related field and two (2) years of relevant experience. A valid Kansas Driver's License and acceptable driving record is required.

Position Summary

A community development coordinator facilitates community planning initiatives through identifying and creating development opportunities. He/she sets up and provides support to community development and volunteer groups. Conducts research and offers recommendations about community development opportunities. Identifies areas that need transfer of power and responsibilities and puts community empowerment programs into practice. Identifies, secures, and coordinates resources necessary to implement community development programs, and makes recommendations on potential funding opportunities.

Desirable Qualities

- Good listening and communication skills; the job calls for frequent interaction with people
- Good interpersonal skills
- Creative & flexible to accommodate diverse community development initiatives
- Shows proficiency in technology and the use of social media

Responsibilities

- Plan & coordinate programs for a variety of age groups within the community
- Plan & coordinate educational activities & training
- Develop a pool of officials, volunteers, and other necessary staff to accomplish program goals
- Research and apply for funding for the betterment of the community
- Perform short and long range planning for capital improvement and development of facilities, equipment, and programs, including a future community recreation facility
- Manage future community recreation facility
- Hire and manage staff needed to operate community recreation facilities
- Evaluate and prepare policies for facilities that maximize safety and minimize liability risk
- Related duties, as assigned

Hours of work

This position requires a flexible schedule; it is not a traditional day shift and involves evening and weekend hours as seasonally necessary.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk, and hear. The employee is occasionally required to use hands and fingers to handle, feel, or operate objects, tools, or controls; reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ACKNOWLEDGEMENT

I acknowledge receiving and reading this Job Description and having the opportunity to ask questions about it and having those questions answered.

_____	_____
Employee	Date

_____	_____
Witness	Date