

# Department of Parks and Recreation Administration

## Job Descriptions

JOB TITLE: Director of Parks & Recreation

### GENERAL STATEMENT OF JOB

Under general administrative direction, plans, administers and supervises the various functions of the Parks & Recreation Department to effectively meet the recreation needs of the City of Dunedin. Develops Strategic and Master Plans for. The department. Performs related professional and administrative work as directed. Reports to the City Manager.

JOB TITLE: Division Director of Parks and Recreation

### GENERAL STATEMENT OF JOB

Under general direction from the Director of Parks and Recreation, the Assistant Director of Parks & Recreation plans, organizes, directs, and coordinates the activities of the Parks & Recreation division including preparation, repair, maintenance, and construction of City recreational indoor and outdoor facilities, including campgrounds, playgrounds, beaches, boat ramps, buoyed swim areas, and parks; plans, organizes, directs, and coordinates the activities of the recreation division including youth and adult sports, special events, aquatics, and ice skating; to coordinate parks activities, recreation programs and life enrichment activities with other divisions and departments.

JOB TITLE: Administrative Superintendent

### GENERAL STATEMENT OF JOB

Overall administrative functions of their organization and often oversee the support of executives, as well. They supervise administrative staff, office managers and staff assistants, offering guidance and training while delegating work tasks and running payroll. Their job is to ensure that day-to-day operations of their organization run smoothly.

**JOB TITLE: Recreation Program Coordinator**

**GENERAL STATEMENT OF JOB**

Under general direction, plans, organizes, schedules, implements and evaluates recreational programming in assigned area(s). Coordinates the use and maintenance of Recreation Center facilities and grounds. Performs related professional and supervisory work. Ensures that all City policies, procedures and safety regulations are followed at all times. Reports to the Recreation Superintendent.

**JOB TITLE: Senior Administrative Assistant**

**GENERAL STATEMENT OF JOB**

help senior managers and high-level executives maximize their efficiency by providing them with clerical and secretarial support. They keep these managers and executives organized by taking care of their travel arrangements, scheduling their meetings and other tasks that will be discussed in this article.