



POSITION DESCRIPTION

JOB TITLE: DIRECTOR – Division of Recreation and Community Services Job Class: 2200		
DATE	DEPARTMENT OR SCHOOL	DIVISION Division of Recreation and Community Services
BARGAINING UNIT: District Executives & Cabinet		FLSA STATUS: X Exempt Non exempt
Pay Schedule:	Pay Range:	EEO Category:
<p>POSITION SUMMARY: (Describe the general nature and level of work performed by this position.)</p> <p>Plan and administer a comprehensive Community Recreation Program serving a population of 602,200 City of Milwaukee residents and support services to Milwaukee Public Schools. Administer the MPS Interscholastic Athletics/Academics, Physical Education, Health & Wellness and Safe & Drug Free Schools Program.</p>		

DESCRIPTION OF THE JOB: DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*) An essential function must meet the following criteria: 1) the reason the position exists is to perform that function, 2) no other employee is available to perform that function, 3) the function is highly specialized, and 4) removing the function would fundamentally alter the job.

1. Set Division goals to support the goals and policies of the Board of Directors.
2. Ensure program equity and opportunity to all residents of the community.
3. Develop and administer an annual budget.
4. Set operational procedures and guidelines for the Division.
5. Prepare necessary short and long range strategic plans for the Division.
6. Develop programs and services that focus on the mission of the Division.
7. Administer personnel procedures and policies for 55 full-time and 3,000 part-time staff.
8. Prepare necessary reports to the Department Director and items requiring Board action.

9. Develop and ensure quality standards for personnel, programs and services.
10. Maintain liaison and coordination with appropriate governmental, private and community agencies.
11. Maintain close coordination and cooperation with city government and appropriate city departments.
12. Coordinate Division operations with other MPS departments, divisions and offices.
13. Serve as an MPS representative on appropriate committees and councils.
14. Other duties as assigned by the Department Director.
15. Actively supports the MPS strategic plan.
16. Completes other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Chief, Department of Finance and Operations

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Manager of Operations, Curriculum Specialists, Physical Education, Health & Wellness
Commissioner, Interscholastic Athletics & Academics: City-wide Sports & Aquatics

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Master's Degree in Recreation Administration or related field
National certification as a Certified Park & Recreation Professional (CPRP) recommended.

Experience Requirements

Minimum of 10 years of administrative level experience in urban recreation

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

APPROVALS:

Supervisor _____ **Title** _____ **Date** _____

Compensation Services Manager _____ **Date** _____