

**CHESTERFIELD TOWNSHIP
CLASSIFICATION DESCRIPTION**

Classification Title:	Assistant Director
Department:	Parks & Recreation
Hiring Authority:	Parks & Recreation Director
FLSA Status:	Exempt
Employment Relationship:	Just Cause
Effective Date:	

JOB SUMMARY:

This position is responsible for assisting with the planning, management and evaluation of all Parks & Recreation programs and services; assists in creating and maintaining department policies, procedures and priorities to ensure efficient and effective Parks & Recreation operations; supervises a staff of full time, seasonal, and temporary employees and volunteers; functions as the Director, as necessary.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Attends Township Board Staff Meetings and represents the department at various Township Committee meetings.

Coordinates presentations and outreach activities to volunteer athletic leagues within the Chesterfield Township Community.

Interviews, trains, supervises, disciplines and evaluates all full time employees and assists with same for seasonal, temporary, contractual and volunteer staff.

Creates, maintains and updates all temporary, seasonal and contractual employee records.

Receives, investigates and resolves concerns of the public.

Creates and maintains departmental programs and services; creates marketing information and program brochures; promotes department through social media and website.

Works with other Township Departments to further benefit the residents of Chesterfield Township, coordinates efforts and reduce waste and duplication of services.

Collaborates with neighboring communities on joint programming.

Reviews and implements policies and procedures for their effectiveness.

Coordinates sport programs/leagues.

Develops, leads and evaluates various programs, services and special events for Parks & Recreation.

Pursues grants, sponsorship, donations and other fundraising efforts to support program expenditures.

Assists in the development and administration of annual budget for Parks & Recreation.

Attends Parks & Recreation Committee meetings and works with that group to promote Parks & Recreation services and programs.

QUALIFICATIONS (Education and Experience):

A Bachelor's degree in Recreation Administration or a related field from an accredited college or university.

A minimum of three (3) years of experience in a community parks & recreation setting.

Previous experience in grant application/writing and administration.

Previous supervisory experience is preferred.

SKILLS AND SPECIFICATIONS:

Knowledge of various registration and publishing software applications.

Ability to work independently and in a team environment.

Ability to communicate effectively and exhibit sound judgment.

Possess good organizational skills with strong oral and written communication and public speaking with good customer service abilities.

Ability to work a flexible schedule including nights and weekends, as required by the nature and responsibilities of the job.

Ability to interact with community groups, organizations and volunteers.

Highly motivated, enthusiastic, eager to learn and willing to contribute to developing a positive team.

Ability to successfully perform the duties and responsibilities of work within a "Team Environment".

Proficient in Microsoft Office Suite including; Word, Excel and Outlook, Rec Pro Software and desktop publishing software experience is preferred.

Obtain and maintain Michigan driver's license prior to time of hire.

WORKING CONDITIONS/PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee occasionally is required to walk and climb stairs to access files; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

Ability to lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

AUTHORIZATIONS:

Department Approval

Date

Human Resources and Labor Relations Approval

Date

General Requirements and/or Disclaimers

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of personnel so classified.

Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

The AFSCME Local #1917 bargaining unit represents this position therefore there may be contract language which may require consideration in the selection process.