



JOB DESCRIPTION

- I. Position Title:** Assistant Director of Shreveport Public Assembly & Recreation-Recreation/Athletics Divisions
Salary: \$89,500.00 annually
Revision Date: 01/2023
Status: Exempt Employee

II. Summary Statement of Overall Purpose/Goal of Position:

A mayoral appointed position under the supervision of the Director of Shreveport Public Assembly & Recreation Department. Assists the Director with the management of assigned departmental facets and operations within the department.

III. Essential Duties

- Assist the Director in the planning, development, and implementation of day to day duties and operations with special emphasis on recreation and athletics divisions
- Plans, organizes, schedules, markets, and supervises a variety of recreational, athletic programs, and special events for the community.
- Establishes standards for recreation facilities and athletic programs, activities, and participation
- Updates recreational and athletic league policies and procedures for consistent and effective programs and facility operations. Works closely with communication and marketing manager to update website information, social media, program schedules, and other public information
- Solicits and procures alternative revenues such as sponsorships from local businesses for various programs and special events following City of Shreveport policies and procedures.
- Responds to suggestions and complaints in a positive and professional manner. Interprets rules and mediates disagreements of program, events, and personnel operations.
- Recruits, hires, trains, schedules, monitors, supervises, and evaluates full-time, part-time, and seasonal staff, officials and coaches for assigned programs.

- Participates in preparing assigned budgets, submits purchasing orders, and monitors budget expenses throughout the fiscal year.
- Prepares bid specifications for new equipment, professional services and goods when needed; purchases some items directly.
- Assists the Director with long range planning and goals for assigned recreation and athletics events/programs.
- Performs community outreach, researches, and analyzes data for recommendations to the Director of Parks and Recreation concerning additions, deletions, and changes in programs; implements approved changes.
- Adheres to safe work practices and procedures.
- Attends and participates in staff meetings and related activities; attends workshops, conferences, and classes to increase professional knowledge.

IV. Marginal Duties

- Respond to emergencies.
- Assist in coordinating employee training and safety programs.
- Performs related duties and responsibilities as assigned.

V. Qualifications

Education: Requires Bachelor's degree from an accredited education institution with major course work in Business Administration, Facility Management, Public Administration, or related field;

Experience: Eight years of progressively responsible professional experience in Parks and Recreation Administration or related field with a minimum of five years managerial experience that includes supervision of employees, budget preparation and accounting; and/or strategic planning.

Other preferable Experience:

Higher education and public service for over twenty (20) years

Certified Parks and Recreation Professional and Certified Pool Operator is preferred.

Core Competencies:

- Administration
- Sport Management
- General Recreation
- Strategic Planning
- Grant Writing

Knowledge of: Management principles and practices including governmental budgeting and monitoring, computer capabilities, research and analysis methods, personnel policies and procedures, and project management.

Responsible for: Supervising subordinates, managing multiple assignments, organizing, delegating and establishing meaningful goals. Coordinating department-wide activities that facilitate the operational needs of each division as assigned.

Communication Skills: Ability to furnish and obtain information from other departments; contact with other departments requiring tact and judgment to avoid friction; ability to resolve internal and public conflicts; ability to make both written and oral presentations to other employees, the public and executive level staff; inform department employees about events, policy changes, and other department related programs.

Equipment Operation: Regular use of telephone, computer, copy and fax machines, calculators, and personal vehicle.

Analytical Ability: Organize, delegate, and establish meaningful goals, prepare and present highly complex reports in verbal and in written form; establish effective working relationships with other department management and employees; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision.

VI. Working Conditions:

Physical Environment: Typically handles office equipment, objects, or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Great mental effort and focus required daily; occasionally attending night meetings and/or weekend events.

****Submission****

All resumes should be submitted to Director Shelly Ragle at Shelly.Ragle@shreveportla.gov by March 31, 2023. All applications should have the subject line Assistant Director SPAR Athletic/Recreation.