

South Jordan City

Job Description

Title: Director of Recreation
Org: 100240
Pay Grade: GS25

Effective Date: 5/7/2025
FLSA: Exempt/Executive
Workers Comp: Clerical

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Support and implement the City’s vision and mission. Manage the day to day operations of the Recreation Department in accordance with the City Manager’s direction and Service Values. Perform professional administrative duties and supervise the department’s assigned divisions. Prepare and assist in the administration of the budget, perform research and analysis on policies and procedures.

SUPERVISOR

Assistant City Manager

POSITION(S) SUPERVISED

Recreation Administrative Assistant
Recreation Program Supervisor
Community Center Manager

Associate Director of Recreation
Arts and Culture Supervisor

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave. Occasional, 20% or less, of the essential job duties may be performed regularly from a remote location upon authorization.

Responsible for the effective administration of assigned department and all department activities.

Implement ordinances, resolutions, rules and regulations, directives, and service levels within established budget parameters.

Responsible for planning, organizing, supervising, and directing the operations of the department and for the full and effective use of assigned personnel, equipment, and financial resources.

Establish and maintain department goals, priorities, and work plans consistent with the goals and priorities of the city council and city manager.

Conduct performance evaluations of department employees in accordance with the human resources policies and procedures of the city.

Plan, coordinate and provide overall direction for the various activities of the department; prepare and present comprehensive plans for the improvement and expansion of facilities and activities; plan long-range goals for the department.

Maintains liaison with other city departments, community groups, and individuals in order to explain and discuss various aspects of department functions; makes all necessary reports to city departments and other government agencies as well as to the public

Maintain spending within the budget parameters established by the city.

Utilize and cooperate with the Staffing Committee to request desired staffing changes during the budget year.

Purchase equipment, supplies, and services in accordance with the purchasing policies and established practices of the city.

Supervise subordinate personnel including hiring, performance management, employee development and training, coaching, and initiating corrective action.

Keep informed as to relevant best practices in assigned area of responsibility, and implement or update new practices to strive for continued improvement and excellence.

Submit reports as required detailing activities of the department.

Handle citizen complaints in a courteous and professional manner.

Train employees to ensure that accurate information is disseminated to the public.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

A. Bachelor's Degree from an accredited college or university with major course work in business, recreation management or related field;

AND

B. Four (4) years of management related experience; two (2) of which are in a supervisory capacity.

2. Special Qualifications:

Valid Utah Class D Driver License

Successfully complete all required Homeland Security courses including NIMS and ICS training

Certified Park & Recreation Professional (CPRP) preferred

3. Knowledge, Skills, and Abilities:

Knowledge of public sector laws and regulations.

Ability to resolve complex issues, in a legally defensible, consensus-building manner, and ability to develop and communicate new policies and procedures.

Ability to learn and implement departmental policies and procedures.

Ability to operate a personal computer and Microsoft products.

Ability to communicate information and ideas clearly and concisely, in writing and verbally.

Skill in public relations; making presentations, writing reports and other communication practices.

Skill in creating reports as needed using Microsoft software, including Word and Excel.

Skill to read, interpret, and apply laws, rules, regulations, and policies.

Skill in working with others and establishing strong communication with city employees and the public.

Knowledge of methods, techniques and procedures in the delivery of programs, common recreational and social needs of various age groups, principles and procedures for implementing and directing community services or recreation activities, principles and practices of program budget monitoring, and principles and practices of assigning and reviewing the work of others.

Knowledge of administrative and operational characteristics, services, and activities of recreation programs; organizational and managerial practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles and practices of program development and administration, strategic planning, public administration, municipal accounting, budgeting principles and practices, and statistical methodology; principles of economics, financial analysis, and cost-benefit analysis, research methodology, reporting techniques and report preparation principles; principles and practices of project management with special emphasis on capital project planning and control; and principals and practices of supervision, leadership, training, and performance evaluation; knowledge and familiarity with social media used by municipal entities.

Skill in working with diverse groups, individuals, youth and children, in interpersonal conflict/dispute resolution methods, and organization and implementation of programs and activities in a professional manner.

Ability to develop and coordinate a community service or recreation program suited to the needs of the community, plan, organize, coordinate and implement recreation programs and events, establish and maintain effective working relationships with those contacted in the course of work.

Ability to analyze, interpret and explain section policies and procedures, communicate effectively orally and in writing, train and evaluate contract and temporary personnel, prepare detailed reports and other written material.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Ability to work irregular hours (M-F, Weekends). Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking. Subject to extended exposure to computer visual display terminals. Considerable exposure to stressful situations as a result of human behavior and deadlines. Periodic local travel may be required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Director of Recreation	EEO-4 Class:	Official/Adm
Location:	Community Services Programs	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	1250