

DIRECTOR OF RECREATION AND COMMUNITY SERVICES**DEFINITION:**

Under the general direction of the Assistant Superintendent, Instructional Services, direct, plan, manage and supervise all functions of the Recreation and Community Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, implement, manage and supervise a community recreation program and a before-and-after-school child care program, including preschool, within the school district.
- Work with the various organizations and municipalities to promote optimum recreation opportunities for students and adults.
- Maintain liaison with community and municipal organizations in matters relating to Recreation and Community Services activities.
- Serve as liaison with the District Recreation and Community Services Advisory Commission.
- Prepare the department budget.
- Assign, supervise and evaluate personnel; enforce District policies and work rules; recommend employment and all other personnel actions involving the full and part-time employees of the Recreation and Community Services Department.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Plan, organize and direct complex recreation and community services and programs; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Experience:

Five years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

A bachelor's degree from an accredited college or university. Master's degree preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: February 7, 1979

Revised: November 10, 1981

Revised: August 18, 1983

Revised: January 23, 1985

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