

**CITY OF PERRY, GEORGIA  
JOB ANNOUNCEMENT**



**POSITION OPENING:** 24-09      **Post Dates:** 9/8/2023 – 10/23/2023

**Classification Title:** Director of Leisure Services

**Pay Range:** \$79,300 - \$117,700  
*Salary is based on education and experience*

**Department:** Leisure Services

**Status:** Regular/Full-time

**Probationary Period:** One (1) Year

Job Summary

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This role will be responsible for leading, planning, organizing, staffing, directing, implementing, reviewing, and evaluating the activities of the Leisure Services department and other related community services and programs. The Director will have significant community engagement and public involvement with boards and commissions, and citizens. Development of new programs, development of staff skills, and representing the City in public forums on issues related to Leisure Services.

Essential Tasks

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- Oversee the overall operations and administration of the recreation/leisure services department and look for ways to enhance and develop programming.
- Serve as the liaison between Mayor, Council, and City management.
- Prepares annual budget recommendations and manages approved funds.
- Establish collaborative relationships with various community and corporate stakeholders.
- Promote the City/department through service and communicate with citizens/stakeholders.
- Reviews programs for quality assurance to assess the need to discontinue, revise, or develop new programs.
- Develop strategic planning, operations, procedures, and risk management mitigation.
- Effectively interact with a diverse population of citizens, customers, community groups, and advisory boards.
- Respond to community requests, needs, and complaints.
- Manage marketing activities for all recreation programs.
- Make final department-level decision on financial, operational, and personnel matters.

Reports to:

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City Manager

Knowledge, Skills, and Abilities

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- Knowledge of the objectives and principles of public recreation administration.
- Knowledge of the activities that make up a community recreation program.
- Knowledge of City budget and purchasing policies and procedures.

- Knowledge of the American with Disabilities Act (ADA) as it relates to the inclusion of individuals with disabilities in recreation activities.
- Skill in communicating in writing and/or in person on a one-on-one basis and before groups.
- Recruit, train, monitor, and evaluate staff from varying backgrounds.
- Effectively represent City in media, forums, public hearings, etc.
- Ability to analyze, develop options and present programs to public, Mayor/Council and staff.
- Ability to evaluate, monitor, and adjust contractual services.
- Ability to analyze and develop financial assistance processes for obtaining outside revenues.

#### Physical Demands – Class E

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is also regularly required to stand; walk; climb up and down stairs, sit; and use hands to finger, handle or feel objects, tools, or controls; lift up to 40 lbs.; occasionally required to reach with hands and arms, and to sit; climb or balance and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### Work Environment

The work is typically performed in an office, in athletic facilities, and outdoors, occasionally in hot, cold, or inclement weather. Day and evening time required based on needs of programs, planning and issues.

#### Minimum Qualifications

- Bachelor's Degree in a related field preferred. Consideration given for possession of associate degree from accredited school in related field.
- Minimum Two (2) years recent, progressively responsible experience planning, organizing, and directing municipal recreational programs.
- Minimum three (3) years' experience supervising staff in related area.
- Ability to effectively communicate both orally and in writing in business English.
- Proven employment history involving program planning.
- Demonstrated history of interaction with diverse groups to achieve designated goals.
- Experience with contractors' selection, monitoring and evaluation.
- Familiar with most common social media platforms and office systems.
- Must possess and maintain valid Red Cross CPR/First Aid certification.
- Possesses or has ability to obtain a current, valid State of Georgia driver's license and a safe driving record.
- Demonstrated history of progressively more tasks and management responsibilities.

**Application must be completed in full to be considered.**

***This position requires pre-employment, post accident, and random drug screening.***

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER  
AND A CERTIFIED DRUG FREE WORKPLACE**