

## RECREATION DIRECTOR POSITION OPEN IN RABUN COUNTY

This position is responsible for the overall administration of the programs, operations, organization and leadership of a variety of recreation activities and the facilities of the department. This position plans, develops and directs the operation of sports and recreation programs, activities and facilities. The Director is responsible for coordinating and supervising the work of the office, athletic and maintenance staff. Director assigns duties; interviews, hires, trains, disciplines and terminates personnel; prepares and administers the annual department budget, maintains records of all equipment and department purchases; prepares schedules and maintains time sheets. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED FOR POSITION:

Knowledge of the rules and regulation of various sports associations, relevant laws, county codes, procedures and skill in budgeting and management, skill in reading and interpreting plans and specifications, skill in oral and written communication and use of a computer. Applicant must have the ability to communicate effectively with children, parents and other staff members; along with knowledge of good public relations practices and principles.

The successful candidate will be a strong and confident leader and manager with professional presence. The candidate will have effective interpersonal skills, and be able to communicate orally and in writing and present complex information to elected officials, the County Administrator, department directors, and the general public. The candidate will carry out a continuous effort to improve operations, work processes, and work cooperatively and jointly to provide continuous improvement and customer-driven service.

The starting salary will be market competitive, depending on the experience and qualifications. In addition, the County provides an excellent fringe benefit package.

### EDUCATION AND EXPERIENCE:

Associate's degree in Recreation or related field; Bachelor's degree preferred; two (2) to (4) years of progressively responsible supervisory experience in related field or experience sufficient to thoroughly understand the diverse objectives and functions within the department, usually interpreted to require three to five years of related experience

Your resume' may be emailed to [jbleckley@rabuncountygov.com](mailto:jbleckley@rabuncountygov.com) or mailed to Attention: Jim Bleckley, County Administrator; Rabun County Board of Commissioners, 25 Courthouse Square Suite 201; Clayton, GA 30525. Applications and resumes' will be accepted until February 16, 2012 . An Equal Opportunity Employer.