

**Oldham County Fiscal Court
Assistant Parks Director**

Oldham County Fiscal Court is accepting applications for an Assistant Parks Director. Duties include but are not limited to: Develops, promotes and oversees county recreational program.

Completed applications must be received by March 6, 2020.

Applications are available and should be submitted to:

Oldham County Fiscal Court
HR Manager, Tina Schaaf
100 West Jefferson, Suite 4
LaGrange, KY 40031 or email to tschaaf@oldhamcountyky.gov

Applications and additional information regarding the position are available on the County website at www.oldhamcountyky.gov

Oldham County Fiscal Court is an Equal Opportunity Employer and a Drug-Free Workplace.

Oldham County Fiscal Court Job Description

Job Title: Asst Director of Parks and Recreation

Department: Parks and Recreation

Reports To: Director of Parks and Recreation

FLSA Status: Exempt

Salary Grade: 32 (37.5)

Approved by Fiscal Court:

Summary Oversees activities of paid and volunteer recreation service personnel in public department, voluntary agency, or similar type facility by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Develops and promotes recreation program, including but not limited to, sports, music, arts and crafts, nature study, social recreation and games.

Schedules all recreation programs and activities.

Adapts recreation programs to meet needs of individual agency or institution such as hospital, armed services, institution for children or aged, community center, or penal institution.

Introduces new program activities, equipment, and materials to staff.

Interprets recreation service to public and participates in community meetings and organizational planning.

Works in team with administrative or other professional personnel.

Supervises, trains, and advises volunteers in performing athletic functions for the department.

Selects and trains officials, scorers, and leaders for athletic programs.

Supervisory Responsibilities

Directly supervises up to 25 seasonal employees and volunteers in the Parks and Recreation Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office including Excel, Word, PowerPoint and Outlook.

Certificates, Licenses, Registrations

Valid KY Driver's License
Certified Parks & Recreation Professional (CPRP) preferred

Other Qualifications

Must be able to work a flexible schedule that includes nights and weekends.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to outside elements, toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually quiet.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.