



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

JOB DESCRIPTION

Title: Parks and Recreation Director

Department: Parks and Recreation

Supervisor: Office of the Mayor

Date: January 21, 2021

General Description

The Recreation Director will coordinate the day to day activities of the recreation department to ensure City of Scranton parks and activities are well maintained and organized. The director will partner with residents, neighborhood groups and organizations, non-profits, and businesses to form relationships that will advance efforts to improve the quality of life in the City. Work is performed under the general direction of the Director of Public Works.

Essential Job Functions

- Oversee department budget.
- The Director will work closely with Public Works located at Westin Field.
- Create and manage recreational activities for all children.
- Manage city volunteer corps program and attend neighborhood association and other community meetings.
- Manage scheduling process for events and parks.
- Prepare reports on monies received from park and recreation facilitates and performs a variety of administration duties.
- Oversee hiring process for lifeguards and other seasonal employees.
- Create reports to brief the Mayor and other City Departments to make recommendations for park activities.
- Coordinate with the Department of Public Works to ensure parks are well maintained.
- Coordinate with project contractors and keep accurate records of prevailing wage and payroll submitted by contractors.

Skills and Qualifications

- High School diploma and experience managing a staff.
- Valid driver license.
- Some knowledge of the methods and equipment used in the maintenance of municipal parks.
- Ability to supervise and work with a maintenance crew.
- Ability to prepare reports and use Microsoft Office Suite.
- Ability to establish and maintain effective working relationships with associates and the public.