EXECUTIVE DIRECTOR HFV WILSON COMM. CENTER

**Salary**

$23.07 - $24.22 Hourly

**Location**

Ardmore, OK

**Job Type**

Full-Time

**Department**

PARK & RECREATION

**Job Number**

00059

* [**DESCRIPTION**](https://www.governmentjobs.com/careers/ardmorecity/jobs/2047085/executive-director-hfv-wilson-comm-center?pagetype=jobOpportunitiesJobs#details-info)

**Description**

To perform a variety of complex, administrative, managerial and professional work with administrative and operating functions of the Parks and Recreation Department and the H.F.V. Wilson Community Center; to coordinate assigned activities with other City departments and local agencies.  
The employee works under the direction of the Director Parks and Recreation who provides managerial direction with assignments in terms of broad practice, precedents, policies and goals. In addition to; receives direction and recommendations from the H.F.V. Board of Directors.  
Exercises direct supervision over technical, seasonal and clerical staff at the Center.     

**Duties**

* Develop and utilize community partnerships with universities, public schools, churches, and civic organizations. Secure sponsorships for special events through ongoing networking and annual sponsorship campaign.
* Provide leadership in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates Parks & Recreation/Center activities with other department and agencies as needed.
* Review and evaluate work methods and procedures; meet regularly with staff to identify and resolve problems; make monthly reports to the Parks and Recreation Department and the H.F.V. Board of Directors.
* Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and advancement. Represent the Parks and Recreation/Center to elected officials and other agencies.
* Assist with the selection, training, motivation and evaluation of Center personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and plans of improvement procedures.
* Assures that the Center is within budget; performs cost control activities; monitors revenues and expenditures at the Center to assure sound fiscal control; prepares annual budget request; assures effective and efficient use of budget funds, personnel, materials, facilities and time.
* Develop a clear understanding of Parks & Recreation/Center programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
* Prepare a variety of studies, reports, and related information for decision making purposes; type and compose confidential and specialized letters, memos, or other types of documents and correspondence on computer.  Which may include but not limited too surveys, interviews and program evaluations to improve existing programs
* Seek out and obtain funds through grants, aid programs, etc.
* All other duties as assigned.

**Qualifications**

**Education and Experience:**

* A bachelor's degree in parks and recreation or a related field of study is required
* Three years or more related experience and/or training
* 12 – 18 months related management experience
* Any combination of education and experience to meet the knowledge and abilities required for the position

**Certificates and Licenses:**

* CPRP certified or able to obtain CPRP within the first year of employment.
* Valid Driver's License
* CPR certified or obtain within first year of employment

**Knowledge and Skills:**

* Broad knowledge of such fields as recreation administration, basic accounting, program marketing, customer service delivery, program budgeting etc.
* Knowledge of operations, services and activities of a community recreation program.
* Knowledge of the techniques of supervision to plan, assign, coordinate, direct and monitor recreational personnel and programs.
* Principles and practices of program development, administration and general office procedures
* Principles and practices of municipal and non-profit budget preparation and administration
* Principles of supervision, training and performance evaluations
* Excellent interpersonal and communication skills (oral and written).
* Establish and maintain effective working relationships with those contacted in the course of work

**Agency**

City of Ardmore

**Address**

23 S. Washington Street  
  
Ardmore, Oklahoma, 73401

**Phone**

580-221-5400

**Website**

[http://www.ardmorecity.or](http://www.ardmorecity.org/)