

**Fayette Park and Recreation**  
**Park Director Job Description**

**Job Qualifications:**

- High School Diploma / G.E.D. required
- Park and Recreation and Business Experience preferred
- Demonstrated ability to work with the public in a productive manner
- Working knowledge of computer software (Excel, Word, Quickbooks)
- Ability to supervise and lead employees

**Job Duties:**

- On Call 7 days a week, 24 hours per day
- Plan daily work schedules for Aquatic Center employees
- Supervise and assist Aquatic Center employees and Recreation Supervisor
- Oversee and approve all park and recreation financials
- Attend meetings when needed
- Handles protests and settles disputes
- Develop plans for the daily and long term operation of the aquatic center
- Maintain pool sanitation, pumps, and filters
- Oversee and coordinate Christmas at the Park
- Develop plans for the daily and long term needs for Recreation
- Assist customers in a courteous manner
- Receive and pay bills each month
- Prepare monthly financial reports and participate in annual audit
- Schedule Aquatic Center rentals
- Collect all payments
- Balance to receipts and make necessary deposits
- Reconcile monthly bank statements
- Assist Recreation Supervisor as needed
- Perform all duties as requested by the Mayor and City Council