

Municipality/Organization: City of Kotzebue

Job Title: Parks and Recreation Director

Posting Date: 11/08/18

Closing Date: Open until filled

Salary: \$60,000.00/year

General Description: Under the general supervision of the City Manager, the Parks and Recreation Director shall develop and implement recreation programs for the City of Kotzebue, plan and coordinate all aspects of community recreation and administer the operation and maintenance of recreational facilities including the Recreation Center. Other specific duties include:

1. Administer the City Recreation program.
2. Provide for the maintenance of recreational facilities.
3. Supervise, train and evaluate all recreational personnel through direct supervision.
4. Prepare annual budget and administer appropriations for the Recreation Department.
5. Develop community interest and volunteer services for recreation programs.
6. Coordinate recreation programs with other community services and facilities.
7. Other duties as assigned.

Qualifications:

1. Associates Degree with study in recreation, physical education, or similar field with two years of employment in the field of recreation or High School graduate with a minimum of four years training, education and/or experience with Public Recreation.
2. Demonstrated interest and ability in developing leisure programs, leadership with adults and young; and experience at a supervisory level.
3. Valid Alaska Drivers License.

To apply: Please submit your application for employment or resume to City of Kotzebue, P.O. Box 46, Kotzebue, AK 99752 Web Link: www.cityofkotzebue.com

Contact: Patsy Smith, Accountant-Payroll/Personnel at (907) 442-3401 or fax to (907) 442-3424