



Position: SPECIAL PROGRAMS DIRECTOR

Civil Service Title: Recreation Administrator II (Special Programs c6156)

June 20, 2016

Main Functions:

The Special Programs Director conducts professional, administrative and supervisory work leading a team of managers responsible for the development and implementation of a wide range of programs, providing structured cultural, social, educational and recreational programming to New Orleanians of all ages and abilities.

Reports to: *NORDC Chief Programming Officer*

Apply to: srsmith@nola.gov

Duties:

- Hiring, developing, and managing a staff of Program Managers responsible for developing and implementing a wide range of programs at NORDC facilities, in compliance with all NORDC policies and industry best-practices.
- Providing information, alternatives and recommendations to NORDC leadership for the development of policies, procedures, and systems that enhance the experiences and opportunities of both NORDC staff and program participants.
- Developing a strategic and well-designed calendar of programming that provides city-wide access to educational opportunities, cultural instruction and events, and other initiatives designed to connect NORDC with neighborhoods.
- Providing strategic guidance to program managers to optimize the impact of youth and teen programming across all parts of the city, and throughout the calendar year.
- Administering a multi-million dollar budget and maintaining accountability for all reports, reconciliations, and expenditures.
- Directing, overseeing, and ensuring consistent and accurate data management.
- Providing recommendations to NORDC leadership on programmatic priorities and funding needs.
- Working with the NORDC Foundation to secure funding through grants, sponsorships, and partnership agreements.
- Collaborating with the marketing department to develop a solid marketing program including production of quality print materials, social media initiatives, local radio/print advertising, and press releases.
- Collaborating with Capital Projects in the design, build, and renovation of NORDC facilities, linking form with function to ensure the highest return on Capital investment; and perform related duties as required.

Knowledge, Skills and Abilities:

- Demonstrated knowledge of principles, methods, techniques and practices of contemporary, urban, public recreation programming and administration
- Knowledge and demonstrated experience in motivation techniques and delegation skills
- Knowledge of facility maintenance operations and planning
- Ability to communicate both verbally and in writing in a variety of settings (e.g. public meetings, Commission meetings, with the media, staff reports, major studies, etc.)



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- Ability to manage and direct a professional staff by ensuring the quality and efficiency of work, the understanding of their responsibilities and the resolution of their questions
- Ability to effectively communicate with the public, answer questions, and resolve problem
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Competent with Microsoft Word platforms
- Proficient spoken and written English
- Able to effectively manage multiple projects and assignments under time constraints and changing priorities
- Able to demonstrate excellent internal and external customer service through verbal, written and electronic communications

Employment Requirements:

- A bachelor's degree and four (4) years of professional exempt (salaried) level experience in a community recreation program, outdoors program, or youth development program.
- Professional experience is gained after the receipt of a Bachelor's degree. At least three (3) years of this experience must have been supervisory, including responsibility for budget preparation and development. A Master's degree may be substituted for two (2) years of non-supervisory experience.
- Must maintain an Orleans Parish domicile

Compensation/Status:

Annual Base Salary: \$52,431/EXEMPT

Work Week: 40 hours per week, subject to flex time. Benefits package.