



300 E. Pearl St., P.O. Box 367 • Tel: 816-380-8900 • Fax: 816-380-8906 • Harrisonville, MO 64701

**ASSISTANT DIRECTOR** -The City of Harrisonville is accepting resumes for the position of Assistant Director for the Parks and Recreation department. This position will serve as the day-to-day Operations Manager of the Community Center and department wide Assistant Director. This position is also responsible for the marketing and business aspects of the department, including print and computer marketing/communications, bill paying, RecTrac operations, budget development entering and monitoring, and direct supervision of Full Time Community Center and Recreation Services Staff. Supervises, orientates, trains, schedules, plans, directs, and evaluates all positions supervised. Develops and implements operational manual as it relates to membership registration, program registration and user information. Develops facility safety manual and oversees safety training. Work is performed under the direction of the Parks and Recreation Director. Scheduled working hours will vary depending on building/department operations. Beginning salary range is \$48,158 - \$60,198 mid-range per year, DOQ.

Bachelor Degree in Parks and Recreation Administration or a related field is preferred. Must have an extensive knowledge of business and professional principles, with a minimum of 5 years related work experience. Ability to supervise, schedule and evaluate staff and activities along with the ability to execute and evaluate fitness and recreational programs, projects, special events and services. Knowledge of computer systems and software applications (Microsoft Office Suite) related to work including database and spreadsheet applications, time entries, etc. Experience with RecTrac recreational software is essential as well as knowledge of financial systems such as InCode or other similar application. Exceptional interpersonal, oral and writing skills and the ability to interact positively with a diverse population. Must possess a valid driver's license.

Send resumes to Chris Deal, Parks and Recreation Director, Harrisonville Community Center, PO Box 367, Harrisonville, MO 64701. Deadline for this position is Friday, December 23, 2016. For questions about the position or a complete job description contact Chris Deal, Parks and Recreation Director at 816-380-8985. EOE