



CITY OF PIEDMONT IS HIRING

PARKS AND RECREATION DIRECTOR

BENEFITS

- RSA/State Retirement
- Vacation, Sick, Personal Time Accrued
- BC/BS Health, Dental and Vision Insurance

For more information or to apply please visit the
Piedmont Administration Office at 109 N Center Ave Piedmont, AL or email
City Clerk Tashia Blackerby at tashia.blackerby@piedmontcity.org

Deadline to apply is March 4, 2026 at 5:00 pm



CITY OF PIEDMONT JOB DESCRIPTION

JOB TITLE: Parks and Recreation Director	JOB CLASSIFICATION: 601
DEPARTMENT: Parks and Recreation	FLSA STATUS: Non-Exempt
JOB ANALYSIS CONDUCTED: 11/2017	SUPERVISOR: City Administrator

JOB DEFINITION:

This is responsible supervisory management of all the Parks and Recreational facilities, operations, and staff of the City of Piedmont. Incumbent works under general supervision of the City Administrator.

ESSENTIAL FUNCTIONS

- Operate and maintain activities of the Parks and Recreation department.
- Supervise the maintenance and operation of all parks and recreational facilities including the Aquatic Center, Civic Center, Museum, Sports Complex, Senior Center, Chief Ladiga Trail Welcome Center, Eubanks Welcome Center, and Bethune Community Center.
- Plan administrative program; budgeting and departmental expense control, develop park rules and regulations; and supervise staff in the operation, maintenance, and management of parks, recreation areas, and facilities,
- Direct park operations with considerable independence in accordance with policies approved by the City Council and the Recreation Board.
- Create sport schedules, prepare and maintain the proper reports for each sport.
- Check and maintain pool chemical levels to ensure proper health and safety standards.
- Develop and/or implement new jobs, projects, functions and special events held throughout the year during the holiday seasons.
- Safely operate and maintain the city vehicle, Sports Complex fields and buildings.
- Perform routine labor as required.
- Perform all other tasks and duties as assigned by the Mayor or City Administrator.

KNOWLEDGE. SKILLS. AND ABILITIES

- Extensive knowledge of the governmental systems of departmental budgeting and the ability to develop, submit, and maintain an annual budget for parks and recreation operations.
- Thorough knowledge of the principles and techniques of property management.
- Thorough knowledge of public recreation and parks facilities.
- Thorough knowledge of the objectives and ideals of public recreation, including an extensive understanding of activities which make up a community recreational program.
- Thorough knowledge of the facilities and equipment needed in a comprehensive recreational program and of proper arrangement of recreational areas.
- Extensive knowledge of a wide variety of recreation activities to include youth baseball/softball, football, and basketball.
- Thorough knowledge of ADA Guidelines with regards to recreational sports and activities.
- Considerable knowledge of the methods, equipment, and materials used in parks and grounds maintenance.
- Ability to maintain confidentiality when dealing with an individual's personnel records and data.
- Ability to plan, organize, assign, direct, and inspect the work of professional, technical, and administrative personnel.
- Ability to develop and maintain effective public relations and to prepare and present.

informational and educational material to the public.

- Ability to manage personnel, maintain discipline, accept lines of authority, promote harmony, and cooperate with other officials.
- Ability to effectively represent the City of Piedmont in the role of Director of Parks and Recreation operations.

QUALIFICATIONS

- Shall be a graduate of an accredited high school or hold a certificate of high school equivalency (GE).
- Must have a Bachelor's Degree from an accredited college or university with specialization in recreation, physical education, public relations or related areas or 10 years work related experience.
- Considerable responsible experience in work involving meeting with the public as well as responsible management and supervisory experience in the development, maintenance and operation of parks and recreation facilities and related fields.
- Must possess a valid Alabama driver's license, and a driving record suitable for insurability. Willing to work non-standard hours.

SPECIAL REQUIREMENTS

- Must be Certified Pool Operator (CPO).
- Must be able to obtain first aid and lifeguard certifications.
- Must be able to lift up to one hundred (100) lbs.
- Experience w/and knowledge of: Dixie Youth Baseball, Dixie Boys Baseball, ARPA Softball, NSA Softball, ASA Softball, NFHS Football, AFYL Football, FIFA, ARPA Soccer, NFHS Basketball, and ARPA Basketball.