



## **City of Doral, FL Classification Description**

**Classification Title:** Chief of Recreation  
**Department:** Parks & Recreation  
**Pay Grade:** 118  
**FLSA Status:** Exempt

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### **GENERAL STATEMENT OF JOB**

This position provides leadership and administrative oversight for the Recreation Division, directing the operations and programming of all recreation centers, Doral Central Park, and the Doral Aquatic Center. The position supervises a large team of full-time and part-time staff, manages budgets, procurement activities, grants, contracts, and performance measures, and ensures the development and delivery of high-quality recreation programs, services, and standards. This role coordinates with City departments, outside agencies, program providers, and community partners to support division goals, enhance community engagement, and ensure effective and efficient recreation operations.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **Essential Functions:**

- Directs and oversees the Recreation Division, including recreation centers, active parks, Doral Central Park facilities, and aquatic programming.
- Provides leadership for staff across multiple sections, including supervision, performance management, and recommendations for discipline, promotions, transfers, and salary adjustments.
- Coordinates division-wide activities with other City departments, outside agencies, program providers, and community organizations.
- Supervises the development, coordination, and implementation of recreational programs, activities, and services for all groups and interest levels, including in-house, contracted, partnership, and Council-directed initiatives.
- Promotes community engagement through partnerships, sponsorship development, stakeholder relations, and public communication.
- Responds to public inquiries, program requests, and community needs.
- Researches and develops training policies, standard operating procedures, operational standards, and schedules based on identified needs, evaluations, and regulatory requirements.
- Coordinates with divisions and departments to establish consistent business practices, operational procedures, and training standards.
- Compiles and maintains statistical data and develops performance measures and evaluation processes for recreation programming, rentals, staffing, providers, and administrative operations.

- Oversees preparation and administration of the Recreation Division's annual revenue and expense budgets, including trend analysis, cost control, and monitoring of revenues and expenditures.
- Works with procurement to prepare and issue bids, solicit quotes, and acquire equipment, materials, and services needed for programming, operations, and special projects.
- Prepares, submits, and manages grants from local, state, and national agencies that support recreation programs and events.
- Assists in the development, coordination, and implementation of capital improvement projects.
- Manages contracts and agreements for recreation-related services, joint-use arrangements, and partnership-based facility use.
- Supports Citywide special events as they relate to recreation programming, facility use, staffing, and operational needs.
- Handles multi-divisional conflict resolution, crisis response, emergency preparedness, and after-action coordination to ensure safety, operational continuity, and effective response to incidents.

**Additional Duties:**

- Performs other related job duties as assigned.

**MINIMUM EDUCATION AND TRAINING**

- Must possess bachelor's degree in arts administration, public administration, event management, hospitality management, or a related field; master's degree preferred.
- Five (5) years of experience in recreation administration, program management, or facility operations; or an equivalent combination of education and experience.
- Certification as a Certified Parks and Recreation Professional (CPRP), Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) is preferred.
- Must possess a valid driver license with an acceptable driving record.

**MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED**

**Knowledge, Skills and Abilities:**

- Knowledge of principles and practices of recreational programming, facility operations, and community recreation services.
- Knowledge of budgeting, procurement procedures, contract administration, and grant management.
- Knowledge of safety standards, emergency preparedness requirements, and relevant federal, state, and local regulations.
- Knowledge of supervisory principles, including staffing, training, performance evaluation, and disciplinary procedures.
- Skill in planning, organizing, and coordinating recreation programs, special events, and facility operations.

- Skill in analyzing data, developing performance measures, and evaluating program effectiveness.
- Ability to interpret and apply policies, procedures, codes, and operational standards.
- Ability to communicate clearly and effectively, both verbally and in writing, with staff, community members, and partner organizations.
- Ability to establish and maintain effective working relationships with City departments, agencies, contractors, program providers, sponsors, and the public.
- Ability to resolve conflicts, make sound decisions, and respond effectively to emergencies and operational issues.

**Physical Requirements:**

- The work is classified as light work, which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Duties require frequent standing, walking, reaching, handling, fingering, grasping, and repetitive motion when overseeing recreation activities, visiting facilities, or conducting inspections. The position also requires occasional climbing, balancing, kneeling, stooping, crouching, pushing, pulling, and lifting when accessing equipment, storage areas, or elevated locations within recreation facilities and parks. Visual acuity is necessary for preparing and reviewing documents, viewing a computer terminal, conducting facility observations, and monitoring program activities. The position requires the ability to hear and speak clearly, including in loud or busy environments, and sufficient mental acuity to make decisions, solve problems, and respond effectively to emergencies or operational issues.

**Work Environment:**

- Work is performed in both office and field environments. Office duties involve regular exposure to computer screens, standard office equipment, and typical administrative conditions. Fieldwork may involve exposure to outdoor weather conditions, heat, humidity, noise, crowds, and varying lighting levels within recreation centers, parks, and event sites. The position requires travel between multiple locations and may include occasional evening, weekend, or holiday hours to support recreation programming, community events, emergencies, or operational needs.