



**CITY OF BROOKSVILLE**  
**JOB DESCRIPTION**

**POSITION TITLE: Parks and Recreation Director**  
**DEPARTMENT: Parks and Recreation**  
**DIVISION:**  
**SUPERVISED BY: City Manager**

**JOB SUMMARY/OVERVIEW OF THE POSITION:** The Parks & Recreation Director is a senior management position responsible for the overall administration and operation of the City's Parks & Recreation Department, including oversight of the City Cemetery. Reporting to the City Manager, the Director organizes, directs, and coordinates multiple divisions, establishes department policies, plans long-term programs, and resolves complex operational and technical challenges. This role requires significant public interaction and coordination with other City departments, including Public Works, and may involve night, weekend, or holiday work, including City emergency response and EOC activations. Reports directly to the City Manager. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

**ESSENTIAL JOB FUNCTIONS:**

- Administer and develop comprehensive recreation programs, special events, and community classes/camps.
- Oversee the City Cemetery, including maintenance, operations, and related administrative responsibilities.
- Prepare, manage, and monitor the departmental budget to ensure fiscal responsibility.
- Coordinate with Public Works on maintenance, repair, and construction of facilities, grounds, and cemetery infrastructure.
- Supervise staff, including recruitment, evaluation, discipline, and promotion of a positive working environment.
- Represent the City at public events and speaking engagements.
- Plan and implement long-term goals, analyze administrative issues, and prepare reports.
- Serve as a change agent, promoting innovation, customer service excellence, and leadership development.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong leadership, supervisory, and public relations skills.
- Knowledge of local government financial management, personnel practices, and facility management, including cemetery operations.
- Ability to plan, develop, and execute departmental programs and special events.
- Effective written and oral communication skills, with ability to engage in formal and informal settings.
- Ability to set a vision, analyze problems, and implement solutions independently.

**MINIMUM REQUIREMENTS LISTED AS FOLLOWS:**

**PHYSICAL SKILLS:** Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (20) lbs.

**EDUCATION, TRAINING AND EXPERIENCE:**

- **Education:** Bachelor’s degree in Parks, Recreation & Leisure Management, Business or Public Administration, Sports/Recreation, Physical Education, or related field; Master’s preferred.
- **Experience:** 5+ years of progressively responsible professional experience in Parks & Recreation.
- **Certifications:** CPSI required within 6 months of hire; CPRP or CPRE preferred.
- **Licenses:** Valid Florida Driver’s License.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

**HR INFORMATION**

**REVISION DATE: 10/2025**

**FLSA STATUS: Exempt**

**PAY GRADE: SEE CURRENT PAY GRADE SCALE**