

CITY OF BIG FALLS  
JOB TITLE: CERC Director  
IMMEDIATE SUPERVISOR: CERC Board

UPDATED: 9/14/2016  
STATUS: Part Time  
FSLA: Non-exempt

**CERC Director Job Summary:** Coordinate a variety of programs and activities for community recreation, education or enrichment, as approved by the board. The position of CERC Director will be a twelve (12) month position with a maximum of twenty five hours per month, with any hours in excess of 25 to have prior approval by the CERC Executive Committee.

**DUTIES:**

- Establish and follow scheduled office hours of at least 2 hours per week and be accessible to the public at reasonable hours additionally
- Respond to all phone and e-mail messages regarding CERC business
- Coordinate, suggest, plan and oversee activities for all ages
- Make arrangements for use of facilities, classes and transportation
- Keep adequate records of all programs and file necessary reports
- Attend all CERC Advisory Council meetings to present a report
- Complete Mandatory Reporting Training as Necessary
- Comply with the Citywide Work Rules and Code of Conduct as stated in the Employee Personnel Policy and any other city policies
- Finances:
  - Receive, count, and secure all fees collected, and turn into clerk/treasurer
  - Assist in preparing the annual budget
  - Provide necessary invoices and vouchers to the City Clerk for accounts payable
- Public Relations
  - Publicize all activities of the CERC on community bulletin boards and social media
  - Advertise events as necessary in the *Ripple* and other area newspapers
  - Provide a monthly events calendar for the school newsletter (during the school year)
- Other duties as requested by the CERC Board

**REQUIREMENTS, SKILLS AND ABILITIES**

- Minimum of High School Graduation or Equivalent
- Pass a Background Check
- Must possess basic computer skills
- Must have strong verbal and written communication skills

**WORKING CONDITIONS.**

Work is light to moderate, requiring sitting for extended period, and variably frequent rising, walking, standing and bending. The position is required to have hand and arm dexterity adequate to allow for extensive use of key boards; to be able to talk and hear with enough proficiency to allow for communicating by phone or in person; and to have enough vision to accommodate frequent viewing of computer screens and printed reports. The position requires lifting and/or moving up to 10 pounds frequently. The noise level is usually low to moderate. Flexibility to work varying hours.

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Signature of Director

Date