

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Activities Director

Definition

Plans and directs a total and comprehensive activities program at a state institution; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Administers, plans, directs, organizes, coordinates and evaluates the entire activities program (including such areas as occupational therapy, industrial therapy, recreation, biblio-therapy, art therapy, music therapy, and volunteer services) to facilitate patients' rehabilitation, help them integrate into the community, and prevent further medical problems.

Develops program policies and procedures within overall institutional policies.

Enforces rules and regulations to maintain discipline and ensure safety.

Prepares budgets for the activities department; approves, selects, and prepares purchase requests for equipment and material used in the program.

Consults and confers with department heads and others in clinical, non-clinical, and administrative sections to enable coordination and efficient operation of the treatment and rehabilitation services of the institution; attends treatment team meetings to offer advice and suggestions.

Increases awareness among public and private groups and agencies on activity services offered by the institution.

Prepares reports, records, statistics, and other data as needed or requested.

Consults with and leads internship students in various program areas.

Identifies and recruits potential volunteer workers.

Attends professional conferences and meetings.

Competencies Required

Knowledge:

- Administration and Management - business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

- Education and Training - Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Psychology - human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Therapy and Counseling - Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Basic Arithmetic – Addition, subtraction, multiplication, and division.

Abilities:

- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Oral Comprehension - Listen to and understand information and ideas presented through spoken words and sentences.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Service Orientation – Actively looking for ways to help people.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in art, behavioral/social science, industrial therapy, music, occupational therapy, physical education,

recreation, rehabilitation, or therapeutic recreation and experience equal to one year of full-time professional supervisory work in an activities program.

- 2) All of the following (a and b):
 - a. One year of full-time work experience in professional supervisory work in an activities program; and
 - b. A total of four years of education and/or full-time experience (as described in part a), where thirty semester hours of accredited college or university course work in art, behavioral/social science, industrial therapy, music, occupational therapy, physical education, recreation, rehabilitation, or therapeutic recreation equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes eighteen months of full-time work as an Activities Specialist 2 or Activities Supervisor.

Notes

Within a period of time after hire, as determined by the appointing authority, employees in this class may be required to obtain a Commercial Driver's License (CDL) and endorsements.

Effective date: 02/20 KMJ