

POSITION DESCRIPTION

Parks and Recreation Director

Department:	Parks, Recreation & Forestry
Division:	Administration
Grade:	20
Union:	AFSCME
FLSA Status:	Exempt
Date:	December 2018

General Purpose

Performs a variety of complex professional and administrative work in planning, developing, scheduling, directing and implementing a year-round, city-wide parks and recreation program.

Supervision Received

Works under the broad policy guidance and direction of the Park Board.

Supervision Exercised

Exercises administrative direction over Nature Center Director, Recreation Supervisor and Park Maintenance Supervisor and other support staff, part-time, contracted or seasonal personnel either directly or through subordinate supervisors.

Essential Duties and Responsibilities

Plans, coordinates and directs a diversified year round, city-wide parks and recreation program including the management of the Nature Center, Arena, municipal swimming pool, and various fields, parks and open spaces.

Coordinates the recreation program with the parks program, other city departments, and outside organizations such as the school districts and various community-based organizations.

Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops, maintains and implements a current parks and recreation master plan.

Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations. Assures compliance with established policies and procedures.

Promotes interest in parks and recreation programs through publicity, joint program brochures with various community groups, and public contacts; speaks before citizens groups, students and other organizations.

Prepares and administers budget for all areas under the parks and recreation department; orders all new and replacement equipment.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, Board, City Council, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and addresses grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Prepares a variety of reports and maintains necessary operating records.

Supervises the control of, and is responsible for, all materials and supplies used in the maintenance, construction and repair of city parks.

Prepares cost estimates to plan and provide for improvements in the park facilities; oversees construction projects and park improvements.

Maintains liaison with other departments as well as state, local and other public officials.

Answers letters of inquiry and talks with visitors; addresses public and civic organizations which will inform the public of policies, procedures and the availability of facilities for public use.

Supervises and manages the planning of new parks, playgrounds and all of the amenities that would be necessary for the proper construction and maintenance of these facilities.

Schedules and runs various physical and cultural activities throughout the year, such as sports tournaments, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Peripheral Duties

Serves as a member of various city employee committees, as assigned.

Assists staff in the performance of their duties as required.

Minimum Qualifications

Education and Experience:

- (A) Five to ten years of progressively responsible administrative experience in parks, recreation and forestry programs, or related field.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of the principles and practices of modern parks and recreation programs; Thorough knowledge of equipment and facilities required in a comprehensive park and recreation program;
- (B) Extensive knowledge of the principles and practices of maintenance, construction, and use of public buildings and park facilities; Considerable knowledge of community recreation needs and resources;
- (C) Extensive knowledge of personnel management, principles and practices of office management, work organization and supervision.
- (D) Skill in operation of listed tools and equipment.
- (E) Ability to plan, organize, coordinate and implement a comprehensive community park and recreation program; Ability to coordinate, analyze, and utilize a variety of reports and records; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies and the public.

Preferred Qualifications

- (A) Graduation from a college or university with a bachelor's degree in parks and recreation administration or related field.

Special Requirements

Valid state driver's license or ability to obtain one.

Tools and Equipment Used

Personal computer, including word processing and spreadsheet software; calculator; copier; phone; mobile or portable radio; automobile.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.