



## JOB DESCRIPTION

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<b>POSITION TITLE:</b>	Parks and Recreation Director
<b>DEPARTMENT:</b>	Parks & Recreation
<b>FLSA STATUS:</b>	Exempt
<b>SALARY GRADE:</b>	L
<b>REPRESENTATION:</b>	None

### **GENERAL POSITION SUMMARY:**

The Parks & Recreation Director provides leadership, direction, and is responsible for oversight and management of the day-to-day operations of the Parks & Recreation department including senior services, recreation, park planning and maintenance, and building maintenance. The Director oversees the city's community center and is responsible for implementing the city council's visions and goals and the City's plans for community park and recreational amenities, facilities, and programs. This position requires significant interaction and engagement with the public, co-workers, elected officials, volunteers, and outside agency personnel.

The Director is responsible for developing and managing budgets, applying for and analyzing grants, evaluating program effectiveness, managing projects, and overseeing and executing special events. The position requires specialized professional knowledge in the theory, principles, practices, and techniques of implementing parks and recreation programs and services, strategic planning, organization design and development, public budgeting and financial management, and personnel management.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for all Parks and Recreation Department services and activities including parks, recreation, trails, open space, community center, Community Campus, senior services, and the Community Center facility.
- Select, train, motivate, and evaluate Parks and Recreation Department personnel. Oversee and manage the development and administration of the Parks and Recreation Department.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Manage the development and implementation of Parks and Recreation Department goals, objectives, policies, priorities, and capital projects for each assigned service area.
- Assesses short and long-term Parks & Recreation program needs. Organize and develop staff, and establish programs and facilities to meet those needs.
- Plan, direct, and coordinate, through subordinate level managers, the Parks and Recreation Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

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- Explain, justify, and defend Parks and Recreation Department programs, policies, and activities.
- Develops and manages operating and capital improvement budgets for the department.
- Approve the forecast of funds needed for staffing, equipment, materials, supplies and approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Plans and directs special events.
- Represent the Parks and Recreation Department to other City departments, elected officials, and outside agencies; coordinate Parks and Recreation Department activities with those of other departments and outside agencies and organizations.
- Serves as a staff advisor to the Parks and Trails Advisory Board.
- Plans and directs the development and construction of City-owned parks, trails, open spaces, and community gardens.
- Directs and prepares proposed policies and regulations on the use and care of City-owned parks.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks and recreation.
- Research, apply for, and manage grants.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints. Negotiate and resolve sensitive and controversial issues.
- Participate on the city's management team to collectively handle citywide issues.
- Establish and maintain positive working relationships.

### **JOB SPECIFICATIONS:**

A Bachelor's degree from an accredited college or university, preferable with major course work in recreation, public administration, physical education, or a related field is required. At least eight years' experience, preferably in a park recreation environment or public administration, three of which must be in a managerial capacity. A Master's degree is preferred and may substitute for some experience. Other combinations of education and work experience can be considered.

Highly qualified candidates should have at least five years of increasingly responsible experience in the administration, developing, planning and implementing of recreational programming and social and cultural programs.

Experience in park facilities planning and design is preferred. Certified Park and Recreation Professional (CPRP) credentials and experience with CAPRA Accreditation are preferred.

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### **Necessary Knowledge, Skills and Abilities:**

- Requires in-depth knowledge of the theory, principles, practices and modern trends in the fields of recreation, leisure and community services programs.
- Requires the ability to plan, direct, and integrate the sub-functions within the department, including, but not limited to comprehensive park operations, recreation and sports programming, senior services, and building maintenance program.
- Requires the ability to develop and administer business plans and budgets.
- Requires basic knowledge of the full range of functions performed by the City, including general management, financial, and public policy issues. Requires in-depth knowledge of research and analysis methods.
- Requires well-developed communication and interpersonal skills to deliver presentations to large and diverse audiences in a public setting, present ideas clearly, resolve conflict, and manage and review performance.
- Requires the ability to conduct performance reviews of subordinates in line with the accomplishments of the department.
- Requires knowledge of the methods and techniques used in citizen involvement and external communications.
- Requires working knowledge of the principles, practices and techniques involved in the construction, maintenance, and operation of parks, facilities, and trail systems.
- Requires the ability to understand, interpret, explain and apply all policies, laws, regulations, codes, and ordinances applicable to assigned community services in the City.
- Requires the ability to analyze, interpret and explain proposed legislation and programs and the implications and impact on departmental operations.
- Requires the ability to represent the City's interests in negotiations and other dealings on a variety of complex issues.
- Requires the ability to use sound judgement when making decisions, interpretations, and in communications with others.
- Requires the ability to visit remote sites and to work extended hours for the purpose of conducting meetings.
- Requires the ability to work cooperatively and effectively with senior citizens.
- Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

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### **Special Requirements/Licenses:**

- Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Cardiopulmonary resuscitation (CPR)/AED/First Aid certification within sixty (60) days of hire.
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check.

### **SUPERVISION RECEIVED:**

Works under the direction of the City Manager who holds the employee accountable for achieving the Council goals and objectives.

### **SUPERVISORY RESPONSIBILITIES:**

Supervises all Parks and Recreation personnel and volunteers, delegating tasks as needed.

### **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 job functions.

- Requires sufficient ambulatory ability to move to various work locations.
- Required to walk up and down stairs or sit for long periods of time and must have the hearing and speaking ability to carry on conversations in one-on-one and small group settings and deliver in-service type training.
- The ability to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business and media equipment.
- Occasionally lift and/or move up to 40 pounds. Reaching, bending, stretching and handling objects as required to file.
- Specific vision abilities required by this job include close vision and the ability to adjust focus. Requires near visual acuity to read printed materials.
- Requires sufficient hearing and auditory ability to carry on conversations in

### **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.

- Works in an office environment under usual office working conditions. The noise level in the work is typical of most office environments, with telephones, personal interruptions, and background noises. Work is performed in numerous meeting settings in offices, conference rooms, and public spaces.
- While performing the duties of this job, the use of personal protective equipment (PPE) may be required, and other safety considerations exist.

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- This position may regularly be required to work evenings and weekends.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

Jordan Wheeler  
City Manager

Adopted: 6/2021  
Revised:

*This 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.*

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**Employee Name**

**Date**