

PARKS AND RECREATION DIRECTOR

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code – M160

GENERAL DESCRIPTION OF THE DUTIES

This position is responsible for planning, directing and overseeing the general operations of the Parks and Recreation Department, including park system planning and development functions, annual operations of the Aquatic, Community, and Senior Centers; oversight of after-school and summer “Kids-on-the Block” elementary and teen programs; youth and adult recreational sports leagues and programs; and general community-wide special events and special interest programs, activities, and classes, with full accountability for results in terms of costs, personnel and methods. The Parks and Recreation Director supervises department personnel, through subordinate supervisors, in the performance of their duties, and communicates with the public in matters of safety and concern related to parks and recreation functions.

SUPERVISION RECEIVED

This position works under the general supervision and direction of the City Manager.

SUPERVISION EXERCISED

This position is responsible for 25 - 50 FTE, including approximately 200 volunteers, and part-time and seasonal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed are not to be construed as all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Establishes departmental philosophies, goals, policies and objectives. Oversees planning and implementation of a comprehensive, year-round recreation programs, activities and events based on analysis of City growth, public input, workload, staffing levels, and related economic influences to provide appropriate and effective services to the community.
2. Manages the planning and development of a comprehensive system of parks and facilities that serve the interests and values of the community. Conducts master plan studies. Provides project management and coordinates efforts with affected City staff to achieve park improvements including acquisitions, development and renovations. Advises developers and contractors on issues and projects affecting parks, greenways, and open space.
3. Directs activities of department personnel, through subordinate supervisors. Assigns, supervises and evaluates work of subordinates. Hears grievances and administer disciplinary action. Interviews and effectively recommends hiring, disciplinary and termination actions. Ensures provision of adequate training within department.
4. Oversees the conduct of necessary studies and analyses, preparation of related information and reports, and development of recommendations for the City Council. Attends City Council and various other meetings, providing input and receiving direction or other information.

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5. Prepares and presents annual department budget request. Manages and monitors approved department budget. Reviews and approves expenditures. Reviews progress and makes necessary modifications. Develops and administers fundraising, grants, other resources and alternative funding for Department.
6. Works directly with citizen advisory committees, special community interest groups, other public agencies and commissions, individual citizens and the media to achieve both department and related community goals and projects.
7. Follows all safety rules and procedures established for work areas.

OTHER JOB FUNCTIONS

1. May assist in set-up and moving equipment at Community Center for various events.
2. Represent the City and the Parks and Recreation Department in public forums.
3. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Broad knowledge of recreation management principles and practices, program development, and parks planning and operations.
- Knowledge of supervisory and personnel principles and practices, and funding sources and proposal techniques.

Skills

- Skill in establishing and maintaining effective working relationships with individuals from diverse backgrounds.

Ability

- Ability to communicate effectively with the public, members of outside agencies and employees.

EXPERIENCE AND EDUCATION

Requires the equivalent of a four-year university education in parks and recreation administration, recreation resource management, business/public administration or related field and eight years related experience including recreation program coordination and management, park system planning, personnel supervision, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential job duties. Completion of a Masters Degree in Parks and Recreation Management and successful experience in municipal governance is desirable.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials

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weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 50 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, calculator, hand-held radio, and other standard office equipment. Reasonable accommodation will be provided to otherwise qualified individuals with a disability and known limitations.

WORKING CONDITIONS

Usual office working conditions. The noise level in the work environment is typical of most office environments. Project management duties will require some work in outdoor environments (usually in a limited management/supervisory capacity). General department oversight and attendance at various meetings will require evening and weekend work hours.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94

Revised: 05/01