

PARKS & RECREATION DIRECTOR

Position: Parks and Recreation Director

Reports to: City Administrator

Revision Date: March 18, 2024

FLSA Classification: Exempt – Seasonal (April – September)

POSITION SUMMARY

Under direction of the Park Board, plans, coordinates, organizes, and directs the operations and programming of summer parks and recreation according to goals set by the Park Board, within parameters set by local, state and federal authorities, and in response to community needs. This is a part-time seasonal position. Hours may vary from week to week.

ESSENTIAL JOB DUTIES

- Holds bi-weekly scheduled meetings with City Administrator
- Attends monthly Parks and Recreation Board Meetings to provide status updates (in-season)
- Communicates with the City Public Works Superintendent for any maintenance items or activity in the Parks that warrant their assistance
- Subject Matter Expert and System Administrator for the City Parks and Recreation Scheduling software (RecDesk) and monitors, promotes, and oversees the scheduling of all rented City sports complex and fields, other public buildings and property scheduling
 - Resolves any conflicts in a positive manner
- Acts as the point of contact for coordination of teams and tournaments use and concession buildings usage at the Sports Complex.
- Coordinates the contract or agreement with the concession stand representative or company with focus of strengthening concession services
- Provides guidance to City Administrative staff for parks and recreation budgetary needs
- Responsible for regular ball field maintenance
 - Bunker rake drag or rake fields at least once weekly or as needed.
 - Set out bases, as needed
 - Chalk fields, as needed
- Responsible for regular soccer field maintenance
 - Setting up goals and nets
 - Chalk fields
- Assists with the upkeep of the City sheds and protection of its contents
- Provide field status to City Administration & Public Works Superintendent during inclement weather or rain
 - Adjust the sign at the Rec Complex for closures
- Operate equipment safely and in compliance with City Ordinance, Policies, & Guidelines
- Oversees the City Bam Bam youth Tee Ball Program
 - Maintains equipment for the program
- Oversees the City Summer Recreational Program (June-July)
- Explores ways to increase revenues at the Sports Complex

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledge of the principles and practices of public parks and recreation planning and development.
- Knowledge of applicable local, state, and federal laws and regulations governing park and recreation programs.
- Ability to work independently and in consultation with public officials and boards.
- Knowledge of safety precautions relating to park and recreational activities.
- Knowledge of a wide variety of sports and recreational activities and skill in assessing community needs and interest in such activities.
- Knowledge of accessibility and safety standards relating to programs and park equipment.
- Ability to oversee and supervise the activities and personnel part of a recreational program.
- Ability to establish and maintain effective and courteous relationships with citizens of all ages, employees, board members and other city officials.
- Ability to safely perform tasks requiring bending, stooping, kneeling, lifting, standing, climbing, throwing, twisting, walking, carrying and other physical exertion.
- Maintains adequate communication with recreation staff and sports complex and other public building and grounds users regarding cancellations due to weather, etc.
- Maintains RecDesk scheduling system and communicates with administrative staff to post parks and recreation program information to residents of the City.

ENTRY REQUIREMENTS

Education/Training: No educational requirements for this position.

Work Experience: Previous experience working in parks and recreation covering the desired duties, knowledge, skills, and abilities.

Required licenses, registrations, and certifications: First Aid & CPR desired

Required post-offer physical examinations: Upon request of the City Administrator.

Required drug testing: Upon request of the City Administrator.

Residency requirement: None.

Other testing required: DCI background check.

WORK ENVIRONMENT

Work is performed outside and involves seasonal exposure to heat, wind, rain, and humidity conditions. Work can involve exposure to heat, extreme noise, dirt and dust, fumes and odors.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from the job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodation with the City.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any time.