

POSITION DESCRIPTION

Class Title: Parks and Recreation Director
Department: Parks and Recreation
Division: Administration
Date: Updated 01.22.18

Pay Grade: 28

GENERAL STATEMENT OF DUTIES:

Performs complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the Parks and Recreation Department, whose divisions include the J. E. Hamilton Community House, Senior Center, Cemeteries Parks, Forestry, Recreation, Special Events, Recreation Fields, Beach, Trails and recreation activities.

SUPERVISION RECEIVED:

Works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED:

Exercises supervision over administrative, supervisory, maintenance, administrative support and professional staff as assigned.

WORK HOURS:

Hours vary with the seasons, meeting schedules, and special events.

DUTIES (Illustrative only):

- Plans and directs recreational programs and activities
- Oversees the planning, construction, improvement, repair and maintenance of all city parks, recreation and cemetery facilities
- Prepares and administers operating and capital budgets for Community House, Senior Center, Cemeteries, Recreation Fields, Recreation Programs, Special Events, Trails and Beaches
- Establishes and evaluates department and program policies and procedures
- Recruits, selects and oversees professional development of staff, including a considerable number of part-time and seasonal staff
- Directs and provides guidance to department staff
- Evaluates performance of subordinate employees
- Oversees promotion and communications activities of the various divisions of Parks and Recreation, including use of social media
- Responds to citizen complaints and service requests
- Represents the Parks and Recreation Department in the community and at City Council meetings
- Networks with community organizations in planning and executing special events and festivals, fund-raising for Parks and Rec Projects, and raising awareness of Parks and Rec programs and activities
- Participates in Wisconsin Parks and Recreation Association activities
- Advises City Manager and City Council on trends and developments in the Parks and Recreation field

- Keeps abreast of grant funding opportunities to help further the mission of the Parks and Rec Department; responsible for preparing grant applications and administering grants, working with City's management team and consultants
- Provides staff support to Advisory Recreation Board, Committee On Aging and City Council
- Participates in Safety Committee meetings and training activities
- Coordinates joint programs, services and use of facilities with other agencies, including the Two Rivers Public School District

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate orally and in writing
- Ability to understand, follow and transmit written and oral instructions to subordinate staff
- Ability to establish effective working relationships with employees, supervisors, peers and the public
- Ability to plan, and direct recreational programs.
- Ability to manager the planning, development, management, repair and maintenance of Parks and Rec facilities
- Knowledge of basic budgeting concepts
- Knowledge of equipment, materials and supplies used in building and grounds maintenance; some knowledge of equipment and supplies used to do minor repairs
- Knowledge of first aid and general safety precautions applicable to parks and recreation facilities management..

DESIRED MINIMUM QUALIFICATIONS:

- Graduation from a four-year college or university with a degree in parks and recreation, public administration, hospitality management or a closely related field
- Five (5) years experience in parks and recreation management, hospitality industry or a related field\
- Supervisory experience with both paid staff and volunteers
- National Parks and Recreation Association (NRPA) Certified Parks and Recreation Professional (CPRP) designation desirable.

TOOLS AND EQUIPMENT USED

Programmable telephone, desktop and personal computer, printer, copy machine, fax, calculator, cash register, credit card machine. Computer software includes, but not limited to MS-Windows, MS-Word, MS-Excel, MS-Access, MS-PowerPoint. Occasional use of city vehicle.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is 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 balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close visions 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.

The noise level in the work environment is moderately noisy.

SPECIAL REQUIREMENTS

- Must possess and maintain a valid Wisconsin Driver's License or ability to obtain one.
- Must be a US Citizen or Work authorized
- Must be able to read, write and speak in the English language
- Must be of good moral character and temperament with industrious work habits and be willing to have a background check completed by the Two Rivers Police Department and WI-CBI.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview/assessment center, reference check; related tests may be required.

Drug testing will be conducted for this position.

Residency within 15 miles of City limits required upon completion of probationary period; City residency preferred.

The duties listed herein 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.

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.