

Parks and Recreation Director

Department: Parks, Recreation & Celebrations Classification: Full-time

FLSA Designation: Non-Exempt

Salary Range: \$35,360 to \$54,080 annual (\$17 to \$26 per hour)

REPORTING RELATIONSHIPS

Position Reports to: Mayor

Positions Supervised: Parks & Recreation Maintenance workers
Referees
Umpires

Coordinates with: Administration, Public Works

DISTINGUISHING FEATURES OF THE POSITION

The Parks & Recreation Director serves at the pleasure of the City Council under the general supervision of the Mayor. The Parks and Recreation Director is responsible for scheduling and maintenance of the ball parks, pitching machine and arena. This position is responsible for park maintenance such as mowing, watering, planting, etc. This position is responsible for the operation of a youth recreation program that includes but is not limited to football, flag football, basketball, softball, baseball and T-ball. This position will be responsible to oversee volunteers and work with city council for the city celebrations that include but are not limited to Founders Day, 4th of July and Pops Concert.

FUNCTIONS & DUTIES

As Parks & Recreation Director, this position will be responsible for the following departments:

Recreation – football, flag football, basketball, softball, baseball, T-ball, etc.

Parks Maintenance – Mowing, watering, planting, sprinkler repair, cleanliness, etc

Field Maintenance – prepare dirt, bases, paint lines, etc.

Parks/Arena Scheduling

Garbage Cans to curb and back – so hauler can dump cans

Umpires/Referees

Senior Center activities – including set up on Wednesdays

Snowplowing as needed

Coordination and planning Special Events – 4th of July, Founders Day, Pops Concert, etc

Duties include but are not limited to:

- Supervise parks and recreation workers to assure fields are in order.
- Scheduling of maintenance staff around park schedules.
- Oversee that fields are trimmed and properly maintained.
- Prepare and distribute registrations for various city sponsored recreation activities
- Organize registrations
- Coordinate and schedule with neighboring city.
- Arrange for coaching and supply official rules
- Coordinate practice times at city fields
- Develop, implement, and operate within an annual budget.
- Perform field preparation in coordination with recreation needs.
- Coordinate the scheduling park/arena with the city office.
- Inspect, maintain and clean all park facilities when scheduled.
- Coordinate and help schedule adequate labor for city celebrations.
- Coordinate with senior center activities and scheduling
- Snow removal
- Maintain a variety of records relating to inspections, maintenance activities, etc.
- Communicate with co-workers, citizens, and others in a courteous and professional manner.
- Attend training if deemed necessary.
- Other duties as assigned.

QUALIFICATIONS

EDUCATION / EXPERIENCE / CERTIFICATION:

- High School diploma required.
- Previous experience equivalent to a minimum of five (5) years in a similar position. Supervisory experience preferred.

REQUIRED KNOWLEDGE:

- Use of reading and writing, adding and subtractions of whole numbers; following of instructions; use of fixed gauges, direct reading of instruments, and similar devices; where interpretation is not required.
- Beginner's knowledge of basic computer and technical skills.
- The materials, methods, equipment, and techniques commonly used in a given task.
- The hazards of such work and the safety precautions necessary to minimized them.
- Knowledge of city budget processes.
- Knowledge of sprinkler repair, maintenance and installation.
- Knowledge of operating a pickup truck with a snowplow.
- Knowledge of park maintenance including care for plants and vegetation.

SKILLS / ABILITIES:

- Ability to oversee parks and recreation workers in order to get project completed in a timely manner.
- Ability to prioritize and schedule projects in a timely manner.
- Ability to work in all types of weather for a prolonged period of time.
- Ability to understand and effectively carry out written and oral instructions and to complete and maintain accurate written reports.
- Ability to establish and maintain effective working relationships with general public and other employees.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend solutions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to make decisions and interpret duties or daily operations within a functional area.
- Ability to operate equipment including but not limited to lawn mowers, trimmers, chain saws, etc.
- Ability to coordinate and prepare for senior center activities
- Ability to lift heavy objects that generally require assistance.
- Ability to lift, stand, bend, walk, crawl or climb.
- Must be able to pass a pre-employment drug screening test.
- Must be able to pass a background check.

WORKING CONDITIONS:

- Regularly works in hazardous or potentially hazardous conditions with heavy equipment that is sensitive to over-handling.
- Regularly works outdoors, sometimes in extreme weather.