



The City of Millington Announces the Following Position

Position: DIRECTOR OF EDUCATION AND RECREATION

Compensation: \$66,452.88 to \$96,356.68.

Reports to City Manager.

Annual Benefits: Two Weeks Paid Vacation, Twelve Days Paid Sick Leave, Thirteen Paid Holidays, Defined Benefit Pension Plan with no Employee Contribution Required, Health with 70% and Life Insurance with 65% City contribution, plus additional optional insurance products.

POSITION SUMMARY:

The Director of Education and Recreation is responsible for the oversight of the City of Millington's Parks and Recreation Department, Orgill Park, and serving as the liaison to the Millington Municipal School District and the Millington Public Library. This leadership role ensures high-quality recreational, educational, and cultural opportunities for residents by managing city facilities, programs, and partnerships. The Director also leads select enterprise-wide and cross-departmental initiatives, including coordination of grass cutting and landscaping operations across city properties.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's Degree in Public Administration, Education or a closely related field; (Master's degree preferred). The City Manager can waive the requirement based on experience.
- Experience: Minimum Ten years of progressive leadership experience in parks, recreation, education, or public service. Experience in managing interdepartmental services in municipal government is a plus.
- License: Must possess a valid Tennessee driver's license with a satisfactory driving record.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge in staff management, budgeting, community partnerships and project planning.
- Familiarity with grant writing, facility operations, and strategic planning.
- Strong interpersonal skills, public speaking ability, and commitment to inclusive, innovative programming.
- Proven ability to delegate, manage, and supervise effectively while fostering staff development.
- Strong organizational and communication skills, with a focus on maintaining confidentiality.
- Ability to align with the City's strategic objectives and manage compliance with applicable laws and regulations.

TYPICAL DUTIES AND RESPONSIBILITIES:

Recreation and Parks Management:

- Lead the Parks and Recreation Department, including community programs, sports facilities, playgrounds, and special events.
- Oversees daily operations, long-term planning, and budgeting for all recreation assets and programs.
- Work with staff to ensure parks and facilities are safe, accessible, and well-maintained.
- Coordinate public outreach, marketing, and community engagement for recreation initiatives.

Orgill Park & Golf Course:

- Manage the use, upkeep, and programming of Orgill Park, including coordination with golf course operations.
- Develop strategies to increase public participation, enhance visitor experience, and promote the park as a regional asset.

Education & Library Liaison:

- Act as the city's liaison to the Millington Municipal School District, supporting partnerships around youth programming, shared use of facilities, and joint educational initiatives.
- Act as the city liaison to the Millington Public Library, supporting literacy, community programming, and access to resources.
- Identify opportunities for city collaboration with other governmental bodies, nonprofits, and educational/ cultural institutions.

Enterprise-wide & Cross- Departmental Coordination:

- Provide leadership on selected city-wide initiatives, including planning and oversight of grass cutting, landscaping, and grounds maintenance across city facilities and public spaces.
- Collaborate with other departments to ensure efficient use of resources and alignment of city-wide service goals.
- Evaluate service delivery models and recommend improvements for cross-departmental functions that impact quality of life and public perception.

Strategic Leadership & Administration:

- Develop and implement strategic plans that align with community needs and City priorities.
- Seek and manage grant funding and sponsorship opportunities.
- Represent the City of Millington at community events, regional meetings, and in collaboration with partner organizations.
- Provide regular updates and reports to the City Manager and Board of Mayor and Aldermen.

MINIMUM QUALIFICATIONS:

Tasks involve moderate physical effort, including extended periods at a computer or workstation. Occasional lifting or carrying of materials up to 40 pounds may be required.

Applications may be submitted online at www.millingtontn.gov or in person at City Hall or the Personnel Office located at: 7930 Nelson Road, Millington, TN. To be considered for employment, you must complete the City of Millington's job application. You may also attach a resume and cover letter, but it is not required.

The City of Millington is an Equal Opportunity Employer.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR INTERVIEWS OR TESTING.

Open: July 16, 2025

Date Closed: until filled