

Parks and Recreation Director

DEFINITION:

The employee is responsible for continuous supervision of recreation center programs and activities; the director/worker will be responsible for planning, organizing, recruiting, and supervising recreational activities at the Kimball Park on Industrial Blvd, Bob Lofty Lane and Hillcrest Lane. Employee will be responsible for general maintenance of the Parks and Recreation facilities, including performing maintenance, directing and coordinating with the maintenance supervisor/park maintenance and is also responsible for planning and assisting if a course of action is needed to remedy any issues. The employee will also be responsible for preventive maintenance and facility inspections for the parks. The Parks Director will also be handling the reservation of the fields/courts. The employee will work under the General Supervision of the Board of Mayor and Aldermen.

EQUIPMENT/JOB LOCATION:

The employee will operate light duty vehicles, mobile radios, walkies, cell phone, mowers, weed eaters, sprayers, John Deere Gator with various attachments, other park related equipment, computers, and other modern office equipment.

Work is performed both indoors and outdoors. Work must be performed in all types of weather conditions and work involves exposure to chemicals, dirt, dust, grease and moving parts of machinery. Work is sitting, standing, walking, bending, climbing ladders and frequently lifting objects weighing 25 to 50 pounds. Employee supervises recreation and park facilities and operations throughout town.

ESSENTIAL JOB FUNCTIONS:

Operates within budget and budget schedules each year, oversees budget operations and assists with budget preparation for the department

Must be able to work normal work hours as set by the board along with overtime as deemed necessary

Use of time and equipment properly to ensure parks and recreation is maintained to high standards

Performs administrative duties of the Department

Keeps records and prepares reports including program and personnel reports

Must react quickly and calmly in emergency situations and determine proper course of action

Must deal effectively with citizen complaints regarding department procedures

Provide public appearances, recruitment interviews and speaking engagements to promote Parks and Recreation services

Develop long range plans for recreation programs, parks, and facilities to accommodate according to town growth, goals, and parks and recreation needs

Updates Parks Master Plan, facilitating stakeholder groups, reviewing and editing documents, and presenting to Park Board

Coordinates the maintenance of various facilities, parks, fields, and buildings with the Maintenance Department

Recommends the development and maintenance of park and playground areas and of structures and facilities to best serve the interests of the community, and coordinates with the Grant Writer on Grant opportunities

Receives input from community groups, neighborhood groups and individuals regarding parks and recreation needs, utilizes such input for overall planning, programming, and program evaluation

Coordinates building and facilities compliance with ADA requirements and liability prevention measures Inspects and repairs facilities and equipment (when feasible) on a regular basis

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Prepare, develop, and implement programs suitable for all segments of the population

ADDITIONAL EXAMPLES OF WORK PERFORMED:

May be required to carry, push, pull, drag or hold objects up to 50 lbs. of equipment or furniture.

Organizes and promotes recreational activities

Orders uniforms for recreational activities

Coordinates with coaches and others with the recreational programs

Assists with the location of the needed equipment, parts, and services for the park

Keeps Park, and park facilities neat and clean

May be required to assist in other departments as required by the Board of Mayor and Aldermen

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of personnel policies and procedures

Knowledge of principles and practices of public recreation management

Knowledge of the materials and equipment used in general maintenance

Knowledge of occupational hazards and safety precautions

Ability to use necessary tools and equipment in performance of required skills

Ability to work independently and to complete daily activities according to work schedule

Ability to express ideas clearly, concisely, and convincingly

Ability to keep records and make reports

Knowledge of the facilities and equipment needed to implement and operate a broad recreation program

Knowledge of personal computers, printers and ability to operate a calculator

Cope with large crowds and high noise levels

Knowledge of equipment used in various games, sports, and other recreational activities

Knowledge of principles and techniques of planning and directing group recreational activities

Ability to develop and maintain effective public relations

QUALIFICATIONS:

Graduate from high school or GED equivalent

Bachelor's degree in recreation or related field with some experience preferred

Experience in recreation program management

Must possess a valid Driver's License

Must pass a drug screen

Criminal Background check satisfactory to the Mayor and Alderman