

JOB DESCRIPTION

PARKS AND RECREATION DIRECTOR

Reports to Council and is supervised by the Town Manager. Responsible for the planning, organization, directing and managing of the operation of the Town Parks and Recreation Department. Oversees a budget that includes operations, maintenance, capital improvement and programming. Supervises employees (full and/or part-time) in the Parks and Recreation department. Requires overall good communication, problem solving, and leadership skills.

ESSENTIAL FUNCTIONS OF JOB:

- Direct the planning, preparation and administration of the Department – including budgets, capital planning and fee structure for various activities and facilities. Establish and monitor management controls to ensure cost efficiency of maintenance and levels of service.
- Ensure revenue is received and accounted for.
- Assist in budget preparation for the P&R Department.
- Process department purchases; monitor and process invoices, department expenses, and other financial obligations.
- Coordinate with other departments to arrange for interdepartmental needs and services.
- Oversee supervision, evaluation, training and hiring of full and part-time departmental personnel.
- Responsible for completing athletic sports scheduling, material orders, rules, and deadlines year-round.
- Responsible for program material management and supplies
 - Including maintaining, purchasing, and ordering supplies for concessions and department programs
- Act as liaison with Parks and Recreation Commission and other groups and organizations for the purpose of maintaining public relations in regards to P&R functions, planning and programming.
- Work closely with Parks and Rec Commission to develop comprehensive short-term and long-range recreational plans and activities designed to benefit all citizens of the community.
- Attend Town Council meetings and other appropriate public agency meetings. Create reports for council at monthly meetings.
- Develop, communicate and monitor policies and procedures for P&R; recommend improvements/changes when necessary.

- Develop, implements and oversees programming for all groups, ages and interest levels within the community – includes both athletic and non-athletic programming.
- Develop plans to make optimum use of all existing facilities.
- Manage and maintain seasonal facilities such as the Splash Pad, the synthetic ice rink, and the Town Park. Ensure supervision is provided as needed for each facility.
- Oversee planning and execution of town festivals and of other special events which generate revenue for the P&R Department.
- Responsible for ensuring all buildings and grounds under Parks and Recreation Department are kept presentable and maintained.
- Oversee the development and operation of Lurich Sports Complex and Camp Success.
- Plans and implements short and long-range goals and objectives for the overall direction of P&R Department.
- Recommend consultants, contractors, etc. for capital projects in P&R.
- Oversee marketing and publicity for P&R programming and events.
- Develops fundraising events and investigates and recommends grants and/or other funding sources for developing or upgrading facilities and programs.
- Responsible for public relations on behalf of the P&R Department.
- Respond to internal and external customer service issues, comments, and complaints.
- Plan and develop specifications for department projects and purchases.
- This position may require more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

EXPERIENCE AND TRAINING:

- Minimum of high school diploma or equivalent.
- Bachelor's degree in related field preferred.
- Experience in parks and recreation and management experience, or a combination of requirements equivalent to 4 years.
- Must have a current, valid driver's license.

BACKGROUND CHECKS AND DRUG TESTING:

- Satisfactory results of background checks, including criminal history, CPS, and credit checks.
- Pass drug screening process.

REQUIRED PHYSICAL/MENTAL REQUIREMENTS:

- Legally operate Town vehicles at times throughout day and evening.
- Ability to read and understand complex reports.
- Ability to create reports that are legible and understandable
- Ability to walk, stand, reach, kneel, stoop and lift throughout the working day and participate in activities that require physical dexterity.
- Ability to sit for long periods of time not to exceed two (2) hours at a time.
- Ability to work regularly scheduled hours.
- Ability to work various hours of day and evening to attend Department programs, meeting and other functions of the job.

THIS DESCRIPTION IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS AN ALL-INCLUSIVE LIST OF ALL RESPONSIBILITIES, SKILLS OR WORKING CONDITIONS ASSOCIATED WITH THE POSITION. WHILE IT IS INTENDED TO ACCURATELY REFLECT THE POSITION ACTIVITIES AND REQUIREMENTS, MANAGEMENT RESERVES THE RIGHT TO MODIFY, ADD OR REMOVE DUTIES AND ASSIGN OTHER DUTIES AS NECESSARY. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT. EMPLOYMENT WITH THE TOWN IS "AT-WILL."