



Position Description
PARKS & RECREATION DIRECTOR

Department: Parks and Recreation

Reports To: City Administrator

FLSA: Exempt

Purpose of Position

Under administrative direction of the City Administrator, plans, coordinates, directs and organizes the municipal recreation program within parameters set forth by local, State and federal authorities. Supervises all City parks, municipal swimming pool, municipal cemetery, assigned facilities, and Parks and Recreation Department full-time, part-time and seasonal employees. Performs supervisory duties including interviewing and recommending hiring, training, assigning work, disciplining, evaluating, and recommending discharge. Performs other duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, and directs recreational activities and events.
- Develops long-term plans to improve departmental operations. Evaluates pending legislation and statutes and responds to changing citizen needs for programs; conducts program evaluations to determine feasibility, participation, and quality of each program.
- Sets agenda for, organizes, and attends periodic meetings of the Parks and Recreation Board and other assigned Boards.
- Develops annual department budgets for operations and equipment. Assists with developing long-range capital budgets. Monitors the departmental budgets throughout the fiscal year and oversees the purchase and maintenance of equipment, vehicles, and supplies. Provides preliminary approval to payment of departmental invoices in accordance with established policy and procedures.
- Communicates, advises, and discusses with the Parks and Recreation Board and related Boards/Committees future plans for programming, capital improvement projects, annual budget, purchase of capital equipment and evaluations of existing programs and policies.
- Plans, directs, and coordinates, through subordinate staff, the Parks and Recreation Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Represents the Parks and Recreation Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Speaks to service clubs, civic groups, and other organizations about department activities and how the organizations may assist with departmental efforts.
- Attends staff meetings; attends approved seminars to improve abilities, evaluate new programming and receive necessary training.
- Conducts regular checks of all activities at program sites to monitor staff and assist with problems.

- Conducts regular checks of all parks and the cemetery to monitor staff and assist with daily work and problems.
- Attends City Council and Park Board meetings on a monthly basis; submits required reports including monthly activity reports, staff updates, budget reviews and monthly expenditures.
- Organizes and staffs safety programs for staff; training, licensing, and encourages safety compliance in all phases of work.
- Prepares and distributes departmental press releases, newsletters and informational brochures.
- Performs activities under strict deadlines and other time pressures.
- Performs duties in the oversight and implementation of the Citywide mosquito control program.
- Researches and prepares Request for Proposals for new equipment or services.
- Prepares grant applications and fundraising materials for outside funding for projects, and administers and monitors funded projects.
- Develops and creates Facility Use Agreements and other Memorandums of Understanding with partner organizations such as the School District and recreation user groups.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Participates in Iowa Parks and Recreation Association (IPRA) activities.
- Participates in and ensures City involvement with activities of other community groups.
- Assists other City departments as directed.
- Other duties as apparent or assigned.

Minimum Education or Experience Required

Six to ten years related experience and/or training, or a master's degree from a four-year college or university and one to five years of experience; or bachelor's degree from a four-year college or university and two to five years related experience and/or training; or equivalent combination of education and experience. Degree in Recreation, Sports Management or other related field and training sufficient to become a Certified Pool Operator. At least three (3) years relevant experience in Parks and Recreation, with at least one (1) year being in a supervisory capacity.

Preferred Education or Experience Required

Ten years or more related experience and/or training, or a master's degree from a four-year college or university and one to five years of experience; or bachelor's degree from a four-year college or university and two to five years related experience and/or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Reside within a drive time of forty-five minutes under normal driving conditions within the first six months of employment.
- Certified Pool/Spa Operator License
- Valid Iowa Driver's License.
- NRPA Certified Parks and Recreation Professional within first year of employment.

Knowledge, Skills, Abilities

- Ability to use logic and science to solve problems with several abstract and concrete variables.

- Ability to perform arithmetic calculations involving fractions, decimals and percentages; ability to solve problems using geometry.
- Ability to report, write or edit articles for publication; ability to prepare and deliver lectures; ability to interview, counsel or advise people; ability to use a telephone and a mobile radio.
- Ability to work independently while being responsible for planning, determining approaches and developing new methods to fulfill responsibilities.
- Thorough knowledge of the principles and practices of public recreation planning and development.
- Knowledge of the principles and practices of grounds maintenance and methods of landscaping and horticulture as they pertain to grounds maintenance.
- Knowledge of facilities, equipment and staffing needs.
- Knowledge of swimming pool administration and maintenance sufficient to become certified as a Certified Pool/Spa Operator (CPO).
- Ability to plan, organize and supervise the activities and personnel involved in a comprehensive recreational program.
- Ability to establish and maintain effective working relationships with the City Council, Mayor, City Administrator, board and commission members, co-workers, subordinates and the public.
- Knowledge of relevant local, state and federal regulations regarding recreation programs, community buildings, and cemeteries.
- Knowledge of safety precautions associated with recreational activities.
- Knowledge of grounds maintenance and equipment.
- Knowledge of business matters, including proper grammar and use of English in speaking and writing, computer operations and applications including word processing and spreadsheets.
- Knowledge of equipment operation and repair, including basic understanding of hand tools and small machinery; ability to operate and repair equipment, driving skills, and OSHA standards and regulations.
- Knowledge of federal and State statutes concerning the work of the department.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

General purpose maintenance equipment, general purpose hand tools, protective clothing, safety equipment, car/light truck, trucks, tractors, UTVs, mowers, pumps, saws, sprayers, generators, extension cords, trimmers, ladders, chains, measuring equipment, sledgehammer, hoses, oils, traffic control equipment, thermometers, vacuum filtration equipment, hazardous chemicals and materials, chemical feed monitors, calculator, personal computer, computer network, computer printer, computer software, SDS documentation, DNR rules, City of Nevada Code of Ordinances, Code of Iowa, personnel policies, dictionary, typewriter, telephone, mobile radio, fax machine, photographic equipment, and copier machine.

Supervision

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports; interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or moves up to 10 pounds, occasionally will lift and move 25 pounds, and will occasionally lift and move up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The work is performed both inside and outside and includes seasonal exposure to cold and heat. The work may expose the employee to unpleasant social situations, significant workplace pressure, and involves evening and weekend workhours and responding to emergencies.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.