



JOB DESCRIPTION

DIRECTOR OF PARKS & RECREATION

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| Department: | Parks & Recreation | Classification/FLSA: | Full Time, Exempt |
| Location: | Lincoln Center | Reports To: | City Manager |
| Supervises: | Parks Maintenance Supervisor, Golf Course Superintendent, Recreation Superintendent Farmer’s Market Manager | Salary Range: | \$86,841 - \$112,895 annually (Pay Grade 11E) |
| Benefits: | Per City Handbook | Travel: | As needed |
| Date Written/Revised: 07/08/2019; 02/12/2020 | | | |

POSITION SUMMARY

Directs and oversees all aspects of the Parks and Recreation Department. The Director is responsible for determining major departmental policies, for planning long-term programs, for resolving difficult administrative problems, and for managing the departmental budget. The position delegates considerable authority for the performance of technical and day-to-day administrative activities. Additionally, this employee negotiates and administers contracts with vendors and contractors. Responsibilities include responding to public inquiries.

DUTIES AND RESPONSIBILITIES

- Manages the planning, development, operations and maintenance of City parks and recreation services including the aquatic programs.
- Supervises park and recreation department development, operations including scheduling, training, evaluations, hiring and terminations; resolves conflicts and manages discipline, as necessary; enforces compliance with City policies and procedures, ordinances, state and federal laws governing employment practices and department operations.
- Supervises implementation and enforcement of risk management and safety policies, regulations, and procedures; monitors accident, incident, and emergency situation reports.
- Consults with the City Manager and Finance Director to prepare and monitor compliance with the division budget.
- Negotiates and monitors contracts regarding parks and facility development with contractors, and vendors.
- Maintains financial records, including revenue and fees generated by programs, program operational costs, facility revenue and expense schedules, budget projections, and analyses.
- Writes grants and oversees administration of grant funding and reporting per grant guidelines.
- Responds to public inquiries, comments, complaints, and suggestions, including conducting public meetings.

DUTIES AND RESPONSIBILITIES continued

- Makes periodic written and oral reports, including budget updates and projections, and special reports to City Boards and the City Commission.
- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring.

POSITION COMPETENCIES

- Knowledge and application of supervision, discipline, evaluation, training, conflict resolution and communications with staff.
- Knowledge and experience in municipal parks program administration, needs assessment, planning, scheduling, coordinating and promotional techniques, including use and benefits of general and specific parks development, operations, and aquatics programs; long range and short-range parks development techniques.
- Ability to establish and maintain effective working relationships across cultural differences with employees, businesses, community organizations, and the general public to meet community goals.
- Experience with budget and grant planning, monitoring and reporting; knowledge of local, state and federal grant processes.
- Knowledge and application of Federal (OSHA) regulations and city policies regarding risk management and safe work and park practices.
- Ability to manage, plan, and implement projects, establish project boundaries, and evaluate project success.
- Demonstrate ability to supervise, engage, evaluate and reward staff; follow a management philosophy that is input oriented and values problem solving and the development of partnerships. Demonstrate ability to be a team player, desire to be part of an organization that values service, people, integrity, responsibility, innovation and teamwork.
- Operate parks equipment and a motor vehicle; maintain a valid driver's license.
- Ability to communicate effectively, both orally and in writing. Ability to maintain records and prepare reports. Ability to make public presentations.

EDUCATION

- Graduation from an accredited four-year college or university with a degree in Communications, Marketing, Community Engagement, Public Administration or a closely related field.
- A minimum of two years demonstrated experience in establishing collaborative relationships with community groups and/or community organizations.
- Valid Kansas Driver's License