



Position Description

<b>Job Title</b>	Director of Parks and Recreation
<b>Department</b>	Parks and Recreation
<b>Employment Status</b>	Full time
<b>Exempt/Non Exempt Status</b>	Exempt

**Scope of Work**

This position is responsible for the general administration, planning, development, direction and operation of the City's Parks and Recreation programs, facilities and employees within guidelines established by the Common Council and under the direction of the Parks and Recreation Board.

**Supervision**

<b>Received</b>	City Administrator, Mayor and Council
<b>Exercised</b>	Directly supervises up to ten full time (or full time equivalent) employees; indirectly supervises approximately 70 seasonal or part time employees.

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Organizes and directs the services of the Parks and Recreation Department to provide parks and a broad range of recreation activities for all age groups; designs, creates, plans and schedules recreation programs, camps, activities, clinics, sport leagues and other events appealing to broad community participation; presents new programs and initiatives to elected officials for approval; solicits community involvement in identifying new programs.
- Works closely with community committees and organizations, businesses, schools, athletic groups and individuals to foster support for expanded programs and facilities; provides, solicits input on policies and procedures; monitors and reports trends; establishes goals and objectives; promotes positive public relations within the community; gains input on needed improvement or expansion; compiles monthly and annual reports; markets services through local media, brochures and social media; and

responds to public suggestions, requests and complaints.

- Monitors and directs staff to assure that Department goals are achieved; recruits and selects employees; assigns, supervises and evaluates work; disciplines according to established policies; establishes staff goals; schedules work; provides and/or arranges for training.
- Manages financial matters to assure that all Department services and programs are within budget; develops operational budget; recommends annual capital outlay; forecasts anticipated revenue; acquires grants and funding for special projects; assures that priority services are funded; solicits private funding as needed; works with vendors and service providers to assure that services are provided within budget; acquires and manages grants; maintains payroll and budget records; provides written and oral reports to the Parks and Recreation Board.
- Directs the acquisition, design, construction and maintenance of Parks and Recreation facilities to meet the needs of the community and support the approved programs; develops bid specifications and Requests for Proposals (RFPs); monitors all construction and service contracts.
- Works with the Facilities Superintendent to coordinate the maintenance of Department facilities; schedules routine maintenance to ensure cleanliness; monitors facilities for repairs and replacement; confers with other agencies, schools and the County to develop cooperative arrangements; conducts informational meetings; appoints ad-hoc committees; supervises projects; works with outside vendors; acquires or develops property and replaces outmoded or outdated equipment; develops and maintains an Accessibility Audit for Parks and Recreation Facilities.
- Develops and implements short and long-range plans for the Department and participates in City long term plans to meet the future needs of the City; provides program leadership and staff training; evaluates programs; develops 5-year plan for the Department; develops recreation plans and reports for the State; prioritizes capital improvement projects; project needs of the community and develops plans that are viable in development of annual programs, capital outlay and operational expenditures.
- Participates as member of City management team in various matters including employee relations, long-range planning, budget, emergency preparedness and community relations.
- Consults with Parks and Recreation Board Chairman and develops meeting agenda.
- Participates in and conducts required meetings and actively participates in work groups and committee assignments.
- Provides management coverage and assistance to other departments as requested.
- Serves as City liaison for the Parks and Recreation Board in dealing with other City committees.
- Keeps staff and elected officials informed of new developments or trends in park and recreation management with involvement through the WPRA (Wisconsin Parks and Recreation Association).
- Prepares and/or assists with the development of parks and recreation related ordinances and resolutions.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.

### **Other Job Functions**

- Performs related duties as assigned.

### **Requirements of Work**

Graduation from an accredited college or university with a Bachelor's Degree in Recreation/Parks

Administration, Recreation Management, and at least 5 years of experience in Parks and Recreation management; or a closely related field and ; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Principles and objectives of public recreation administration.</li> <li>• Parks and Recreation programming.</li> <li>• Budgetary and planning practices and principles.</li> <li>• State and federal laws related to personnel management and human resources issues.</li> <li>• The use of standard office equipment including computers and relevant software.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Assign, supervise and evaluate the work of others.</li> <li>• Provide leadership and promote a positive working environment.</li> <li>• Multi-task and prioritize responsibilities.</li> <li>• Make effective use of media (print, television and social) to promote Parks and Recreation activities and relations.</li> <li>• Make effective public presentations.</li> <li>• Establish and maintain effective working relationships with community groups and organizations, local businesses, school officials, elected officials, coworkers and the general public.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Public relations.</li> <li>• Scheduling and organization.</li> <li>• Grant and report writing.</li> <li>• Strategic planning and budgeting.</li> <li>• Oral and written communications.</li> </ul>

**Necessary Special Requirements**

Valid Wisconsin driver’s license; ability to pass a criminal and financial background check; obtain Certified Parks and Recreation Professional (CPRP) within one year of being hired.

**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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to bend, climb or balance.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.