

## **CITY OF CARROLL JOB DESCRIPTION**

<b>Name:</b>		<b>Department:</b>	Parks & Recreation
<b>Title:</b>	Parks and Recreational Director	<b>FLSA:</b>	Exempt
<b>Date:</b>		<b>Reports To:</b>	City Manager

### **PURPOSE OF POSITION**

The Parks and Recreational Director is responsible for performing a wide variety of activities related to the development and maintenance of park facilities, recreation center, sports complexes, swimming pool, golf course, cemetery and other related recreational facilities; manage, direct, supervise, and coordinate various recreation programs and special events for the Community including the maintenance of parks and related facilities; plan, direct, and supervise the work of full-/part-time staff and volunteers; manage the Department Budget; provide staff support to the City Council, City Boards, Commissions and Committees; facilitate use of all City and School District athletic resources to community sports organizations; Implements said programs and activities in all phases of the department within parameters set forth by local, state, and federal authorities; coordinate assigned activities with other City Departments, outside organizations, and the general public; provide highly-responsible and complex administrative support to the City Manager.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Manager.

Exercises direct supervision over Supervisory, Professional, Clerical, and part-time staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

Assumes management responsibility for all services and activities of the Parks and Recreation Department.

Assumes management responsibility for the maintenance of all parks and related facilities.

Establishes and maintains effective and collaborative work and employee relationships within the department, other departments of the City, other jurisdictions and agencies and the general public.

Coordinates, oversees, and develops long-term plans for all park facilities, equipment, and maintenance of all said facilities.

Promotes the programs and projects of the Parks and Recreation Department, works with the media, makes presentation to the City Council, Parks, Recreation, and Cultural Advisory Board, organizations, and the general public.

Plans, develops, coordinates, and implements recreation activities, seasonal activities, and special events throughout the parks system. Oversees seasonal activities of paid and volunteer recreation service personnel in various programs and facilities, swimming pool operations, leisure services, and related recreational programs for young adults, adults and senior citizens.

Recruits, interviews, recommends hiring, trains, evaluates and recommends salary for staff and volunteer employees.

Assigns work duties to staff; monitors work to assure proper completion; monitors job performance and provides guidance and assistance as required; works closely with staff when projects are in process and resolve problems as they occur.

Prepares and submits an annual departmental budget to the City Manager for the programs administered and controlled; prepares daily work schedules, payroll records and expenditure reports in accordance with established policy and procedures.

Sets agenda, organizes, prepares reports, and attends meetings of the Parks, Recreation, and Cultural Advisory Board; prepares departmental reports for City Council and other various Boards and Committees; attends city department head, council and related meetings to provide and obtain information which impacts agency activities.

Communicates, advises and discusses with the Parks, Recreation, and Cultural Advisory Board plans for programming, capital improvement projects, annual budget, purchase of capital equipment, and evaluation of existing programs and policies.

Conducts regular checks of all activities at program sites, facilities, and work sites to monitor staff and assist with problem resolution.

Reviews and responds individually or with designated staff to daily operational and maintenance requirements for effective program administration.

Maintains close contact with school officials, chamber, and community groups regarding program offerings and coordination of services.

Confers with various representatives within the community regarding the development and implementation of specific programs; assists in various civic activities designed to provide financial support for ongoing and/or new programs.

Purchases equipment and supplies necessary to operate various facilities subject to city policies.

Prepares and distributes department press releases, newsletters, and informational brochures, including publication of the bi-annual Activity Guide.

Prepares and submits Department annual reports.

Seeks and completes grant applications for various department projects.

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Graduation from a recognized four (4) year college or university with a degree or major course work in park, recreation or closely related administrative or professional curriculum or in place of a degree, 8+ years of relevant experience. Three (3) years of supervisory/administrative experience in the management of a parks/recreation program substituting completion of a Master's Degree in Parks/Recreation Administration for one (1) year of required supervisory/administrative experience.

#### **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

##### **Physical Requirements**

Must be able to see and hear within normal limits with or without corrective devices. Occasionally required to perform basic physical movements and dexterity using fingers, hands, arms, feet and body torso in grasping objects, walking, driving, pushing, lifting and related activity.

**Cognitive Demands**

Knowledge of the principles and practices used in the management and operation of park facilities and property including safety standards for playground and related equipment. Knowledge of State requirements relating to the operation of a municipal owned and maintained swimming pool. Knowledge of the principles and practices used in the promotion, development and implementation of specific recreational programs consistent with community interest and input. Knowledge of principles and practices relating to financial and human resource management, public administration, and public relations. Ability to develop a departmental budget and monitor and control expenditures. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Adaptability to accepting responsibility for the direction, control and planning of an activity.

**Language Ability and Interpersonal Communication**

Requires the ability to communicate effectively with the staff and public in the resolution of problems, improvement of individual working skills and associated supervisory leadership functions. Requires the ability to communicate effectively with representatives from schools, businesses and community organizations in promotional, developmental and related program functions. Ability to develop and maintain effective working relationships with City officials, employees, volunteers and representatives from various civic groups in the community.

**Environmental Adaptability**

Majority of time is spent in work tasks which do not pose significant environmental or occupational hazards which are potentially dangerous or likely to cause bodily injury. Teaching water safety skills to others does however require concentrated attention for prescribed periods.

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I have read this job description and understand the requirements of this job. I am able to perform all the essential duties and responsibilities as listed above. Also, all my questions have been answered related to this job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

The City of Carroll is an Equal Employment Opportunity Employer. In compliance with the American's with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.