

Marshall Parks and Recreation Department

Job Title: Director of Parks & Recreation

Supervisor: Marshall Park Board

FSLA: Exempt

Definition

This is a responsible administrative managerial work planning, organizing, budgeting and directing parks operations, parks planning and development, and recreation services to meet the needs of the citizens of Marshall. Works directly with a nine (9) member Administrative Park Board to accomplish these goals.

Work Performed

- Directs and develops long and short range plans for department operations and capital improvements
- Prepares and administers the annual budget for the Parks and Recreation Department
- Establishes and implements departmental rules, regulations and city ordinances
- Authorizes and approves the hiring, assignment, evaluation of employees in the department and initiates action as appropriate
- Directs efforts to secure available grant monies for various department facilities and programs
- Directs the planning and development of new facilities, including park areas, playgrounds and recreational buildings
- Coordinates the activities of the department with programs of other local, state, federal, and private agencies involved in recreation
- Plans, coordinates and directs the operation and maintenance of various facilities of the department, including parks, golf course, aquatic centers, playgrounds and recreational centers
- Serves as a liaison between the city government and the Park Board
- Prepares monthly Park Board meeting agendas, reports and attends
- Prepares the annual written report for the Park Board and city government officials
- Attends and participates in public functions and meetings to present, explain and promote Parks and Recreation activities
- Studies the needs of the community in relation to parks, golf, recreation programs and develops services and facilities
- Thorough knowledge of the principles and objectives of parks and recreation administration, budgeting and capital improvements
- Thorough knowledge of the principles and practices of marketing
- Ability to effectively direct, supervises, deploy and evaluate personnel
- Ability to establish and maintain relationships with City administration, civic organizations and the general public
- Thorough knowledge of sports, crafts, games and group recreation activities
- Ability to direct and assist subordinates in the organization, development and promotion of recreational activities
- Ability to evaluate the effectiveness and needs of departmental programs and projects
- Ability to communicate effectively, both orally and in writing
- Maintains effective communications throughout the department, with public and with city officials
- Ensures and encourages compliance with city adopted safety policies and procedures
- Maintain an active membership in Missouri Parks and Recreation Association and in National Recreation and Park Association and attend at least one meeting annually
- A strong commitment to creative problem-solving through teamwork
- Performs related duties as needed or assigned

Qualifications

- Possession of a Bachelor's degree in Parks and Recreation Administration or closely related field and at least five years or more experience in parks and recreation.
- Certified Parks and Recreation Professional (CPRP) is desired
- Ability to obtain Certified Playground Safety Inspector (CPSI) and Aquatic Facility Operator (AFO) certification within one year
- Excellent leadership and management skills
- Excellent work history and attendance record
- Must possess/maintain CPR and 1st Aid Certificates
- Must possess/maintain valid Missouri Driver's License and an excellent driving record
- Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment
- Must reside within Marshall School district or relocate within Marshall School District within 6 months