

Parks and Recreation Director

Position Summary

Purpose of Position

The Parks and Recreation Director is responsible for planning, implementing, and supervising the day-to-day activities associated with maintaining and improving the City's parks. Additional duties may include organizing sports activities, community events, and special events. This position will also lead program logistics to include facility availability, preparations, supplies, and collecting rents. The Parks and Recreation Director is responsible for overall management of day-to-day operations of the department,

Position Accountability

General day-to-day supervision, administrative direction, and performance evaluation shall be received from the City Administration.

Supervision Exercised

The Parks and Recreation Director provides supervision, administrative direction and performance evaluation to the Recreation Program.

Major Duties & 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.

Maintenance, mowing, snow removal and improving the trails and parks grounds.

Recruit, review applications, and select staff for recreation and maintenance positions.

Schedule, supervise and evaluate the work, seasonal employees, and volunteers for recreation programs.

Assist in the development and implementation of the parks and recreation long range plans.

Assists the City Administration in short- and long-range planning of comprehensive recreation/enrichment programming; proposed long range capital improvements and development of public lands, facilities, equipment, and programs.

Assist the City Administrators with the annual budget for the Parks and Recreation Department. Directs operations to ensure compliance with approved budgets and provide oversight of all purchases for parks and recreation supplies and equipment.

Make regular reports to the City Administration on the activities performed by the department. Provides regular written and oral accounts of accomplishments to the Board of Alderman and to the public.

Maintains cooperative relationships with the Forsyth Chamber of Commerce, the Forsyth School District, City officials, civic groups, other related recreational organizations, the public, and news media.

Work with the public to organize sports leagues, coaches, teams, coaches' meetings, and player clinics.

Identify and schedule various facilities for programming needs.

Coordinate and be the primary staff contact for assigned special projects.

Be ready and available to assist the Public Works Department as needed.

Works varying hours to meet the needs of the programs and Department due to programs and special events being conducted outside of normal office hours.

Education, Experience & Qualifications

A bachelor's degree in Recreation Management is preferred but not required, or a combination of education, experience and training that provides the necessary knowledge, skills, and abilities to perform the job may be considered.

Must have valid Missouri Driver's License. A valid CDL is preferred but not necessary.

Certified Park and Recreation Professional (CPRP) certification a plus.

Knowledge of computer applications, including but not limited to Windows, MS Word, MS Excel, Publisher, and Rec Software.

Knowledge of administrative, managerial, and supervisory principles and practices include monitoring work activities, providing training, and evaluating performance.

Skills and ability to promote, implement, and supervise recreation programs such as sports leagues, enrichment programs, field trips, and special events.

Ability to establish and maintain cooperative relationships with associates, program participants, and the public.

Ability to be creative and work independently within a team atmosphere.

Ability to communicate both verbally and in writing.

Ability to travel throughout the community to check the status of recreation programs and inspect work and facilities.

Physical Demands & Work Environment

Physical Demands

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

While performing the duties of this job, the employee is frequently required to sit for long periods of time, operate various types of lawn and landscape equipment, talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is often required to walk. The employee must have the ability to communicate in writing, on the phone, and by other electronic means.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

Work Environment

The work characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work performed in an office environment as well as outside during all seasons of the year.

The noise level in the work environment is usually moderate but may vary depending on environment, equipment, program, and location.

Hours of Work

Regular office hours are from 7:30 a.m. to 4:30 p.m. Monday – Friday, Hours worked may be flexible due to meetings, programs, and workload at the discretion of the City Administration. Occasional attendance at evening meetings may be required.