



JOB DESCRIPTION
Parks & Recreation Director
July 2022

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| Job Title: | Parks & Recreation Director | Employment Classification: | Exempt |
| Department: | Parks & Recreation | FSLA Category: | Full-Time |
| Reports To: | City Administrator | Pay Type: | Salary |

POSITION SUMMARY

The Director of Parks & Recreation is a working department head position responsible for management of the department budget, all programs, activities, and personnel related to the City of Richland Center Parks & Recreation Department. This position oversees the planning, development and supervision of high-quality community recreation programs for youth and adults in collaboration with community organizations, the school district, and athletic groups. This position ensures all City parks and park facilities are properly maintained.

This position advises and provides staff assistance to the Park Board on all issues related to the management, control, improvement and care for all public parks and parkways within the City, and for the suitable use and enjoyment of the parks.

ESSENTIAL DUTIES & RESPONSIBILITIES

Administration

- Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Regularly reviews and updates all policies, procedures, ordinances and fees related to Parks & Recreation.
- Establishes, within City policy and budget, appropriate service levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Directs and oversees the coordination of a comprehensive schedule of recreation programs and activities for all age groups and interest levels.
- Coordinates the development and implementation of the Comprehensive Outdoor Recreation Plan and other plans for the City's parks, programs and facilities.
- Plans, directs, and coordinates the Parks & Recreation Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Recruits, selects, trains, motivates, and evaluates assigned personnel; provides or coordinates personnel training; works with employees/volunteers to correct deficiencies; implements performance coaching, discipline and termination procedures when necessary and within policy.
- Performs presentations as needed to various committees and Common Council.
- Represent the City to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Works effectively with various community organizations to coordinate facilities use, special events and planning.
- Oversees registration for recreational activities, shelter and building rentals, campground reservations, and equipment rentals.



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- Participates in professional organizations, attends conferences, workshops and seminars and maintains current knowledge of developments within the profession/industry.
- Performs other duties as assigned.

Finance & Budget

- Prepares the annual department operating budget and capital improvement plan for recommendation to the Finance Committee and Common Council.
- Manages department budget in accordance with the financial policies of the City.
- Acts as purchasing agent for the department and directs expenditures of department funds in conformity with the approved budget and financial policies.
- Maintains department records regarding the collection of revenue and expenditure of funds.
- Researches and manages opportunities for grants, donations and other fund-raising opportunities to help support department programs and facilities.
- Prepares specifications for park buildings, materials, equipment, supplies, and services. Prepares requests for proposals and hires contractors upon approval. Inspects contracted work.

Communications

- Responds to and resolves citizen inquiries and complaints
- Informs the public of policies, procedures, and availability of facilities for public use.
- Manages department social media accounts.
- Actively promotes and markets recreational activities through social media and recreation guides.
- Engages in public relations functions for the department including the creation of press releases, brochures, guides, signs or other media.
- Builds, improves and maintains relationships with community members, organizations and stakeholders.

Maintenance

- Prepares and implements an annual park maintenance schedule and maintains a record of these operations. Directs and participates in the operation and maintenance of all park land, park and recreation facilities and other City owned land. Maintenance includes, but is not limited to, mowing and trimming grass, fertilizing and pesticide application, painting and maintaining park facilities, installing and repairing park equipment, etc.
- Directs and participates in the preparation, maintenance and repairing of all athletic fields including baseball, softball, soccer, ice rinks, etc.
- Responsible for all forestry related duties.

Park Board

- Serves as a staff liaison to the Park Board; keeps Board informed of pertinent issues and guides their efforts to provide the Common Council with well-informed recommendations.
- Prepare agendas, supporting materials, and attend meetings of the Park Board.
- Evaluates existing parks regarding type, usage, age and safety of facilities and equipment and makes recommendations to the City Administrator, Park Board and Common Council regarding the acquisition, modification, or development of park lands, facilities, and equipment.



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ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Functional knowledge of rules, regulations, policies, and procedures pertaining to the operation, management of park lands, recreational programs and facilities.
- Working knowledge of methods, techniques, and requirements for the maintenance and upkeep of buildings, facilities, grounds, and equipment.
- Skill in operating and maintaining park, lawn and forestry equipment safely.
- Consistently evaluates processes to identify opportunities for improvement.
- Working knowledge of computer programs like Microsoft Office Suite (Outlook, Word, Excel), Sportsman's, Adobe Photoshop & Illustrator, and the ability to incorporate this technology into daily record-keeping and reporting responsibilities.
- Must possess excellent verbal and written communication skills to include public speaking.
- Knowledge of grants/funding sources, compliance issues, and legal and fiscal policies of funding sources.
- Working knowledge of municipal budget and budget management process.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- Graduation from a four-year college or university with a degree in recreation, physical education, parks or leisure services or related field. A minimum of five years related work experience and at least two years supervisory experience required.
- Local government experience preferred.
- Must be available for duty beyond normal work day as related to overall job component.
- Must possess and maintain a valid Wisconsin driver's license.
- Certifications (*must have or obtain within six months of hire*): Aquatic Facility Operator (AFO), Certified Pool Operator (CPO), Certification in Parks & Recreation (CPRP), CPR/First Aid, Bloodborne Pathogen Training

SUPERVISION/DECISION MAKING: This position provides direct supervision and leadership to Parks & Recreation staff in the areas of instructing, reviewing work, maintaining standards, allocating personnel, selecting new employees, assigning work, planning work of others, coordinating activities, acting on employee problems, and recommending discipline. This position receives administrative direction but works independently within overall policies, goals, and budget limits with direct accountability for final results.

PHYSICAL DEMANDS: Position is principally performed in an office setting. Some duties require the employee to work outdoors in all weather and environmental conditions. The position requires the ability to sit, stand and walk for extended periods, lift objects weighing 75 pounds, shovel, rake, dig, climb ladders, operate mowers, tractors, trucks and other equipment.

The City of Richland Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description does not constitute an employment agreement between the City and the employee. This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the City reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.