



JOB DESCRIPTION
Parks and Recreation Director

Job Class: 10 **Annual Salary Range:** \$101,486 – \$152,228 **FLSA Status:** Exempt

Date: 01/25/2024 **Department:** Parks and Recreation Director **Supervised by:** City Administrator

JOB DEFINITION

The Parks and Recreation Director is a professional and management position and a member of the City's management team. The Parks and Recreation Director manages and supervises all aspects of the City's parks and recreation services including city owned and leased park facilities, park and trails maintenance and development, festivals and community events, programming, volunteer coordination, and The Greenspace and The Lawn.

SUPERVISION RECEIVED AND EXERCISED

- Receives limited supervision from the City Administrator
- Exercises direct supervision positions assigned by the City Administrator
- Coordinates work with other City departments extensively

EXAMPLES OF ESSENTIAL DUTIES *(This list is not to be construed as a complete representation of the responsibilities of the job and may include other duties as assigned that are not listed below.)*

Importance	Tasks	% of Time
1	Carries out managerial and administrative responsibility for all divisions of the Parks and Recreation department as assigned by the City Administrator. Provides strategic direction in growing and maintaining the City's parks, open spaces, trails, facilities including The Greenspace and The Lawn and other areas as assigned. Prepares recommendations and makes presentations to the City Council for consideration and approval. Provides strategic planning and direction for the City's parks and recreation initiatives and events. Develops department and program specific policies to support delivering quality parks and recreation offerings to the community.	30
2	Manages certain capital improvement projects related to parks and recreation initiatives from concept to completion including, but not limited to project planning; budgeting; public meetings and engagement; property and easement acquisition; project coordination; design and construction.	25
3	Manages and provides leadership to the staff in the Parks and Recreation Department. Plans and organizes workloads and staff assignments; trains and evaluates assigned staff; develops plans to achieve professional development goals within available resources; reviews progress and directs changes as needed. Ensures safety as an integral component of every aspect of the department's work culture.	15
4	Carries out managerial responsibility in accordance with policies, procedures and applicable laws, for all facets of parks and recreation, including development of new facilities and assets and maintenance of existing facilities and assets. Thorough understanding of statutory requirements associated with parks, public lands, Kansas Tort Claims Act and Recreational Exception and the ability to interpret and apply them to projects.	15
5	Prepares the annual department operating budget identifying the necessary personnel; equipment; and resources to meet the goals of the Governing Body. Assures that	15

Importance	Tasks	% of Time
	assigned areas of responsibility are performed within budget; monitors revenues and expenditures to assure sound fiscal control; supports programming of recreation initiatives and events; oversees operation of The Greenspace and The Lawn; assures effective and efficient use of personnel, materials, facilities and time.	

IMPORTANT JOB FUNCTIONS

- Responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.
- Identifies and makes recommendations regarding the City's Comprehensive Plan to support parks, trails, and open space development.
- Responsible for administration of the City's parks, open spaces, trails, facilities development and maintenance.
- Monitors program selection, development, promotion, and participation. Guides the establishment of and approves processes and procedures to ensure the successful operation and maintenance of City-owned or managed recreation facilities and/or programs.
- Participate as a member of the City's management team; provide assistance and support to the City Administrator.
- Represents the department and the City in various organizations at the local, regional and state levels. Serves as liaison with other departments and citizens groups.
- Makes public presentations as needed to the City Council, staff, citizen groups, students and others.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Coordinates and collaborates with Johnson County Parks and Recreation District on maintenance and future development of Big Bull Creek Park.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer
General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Bachelor's degree from an accredited college or university in the study of Recreation, Administration, Landscape Architecture or a related field. Master's degree in public administration, business administration or related field preferred.
- Seven years of progressively responsible related experience at a park and recreation department or related agency, including experience leading, directing, supervising or coordinating the work of others, and at least three years of experience in recreation programming.
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Kansas Driver's License
Certified Park and Recreation Professional (CPRP) (Preferred)
Certified Park and Recreation Executive (CPRE) (Preferred)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- All applicable state, federal and local ordinances, laws, rules and regulations.
- The City's personnel rules and policies, principles and practices of management and supervision, and hiring practices.
- Principles and practices of local government, including budgeting, purchasing, and the maintenance of public records.
- Organization and function of an elected City Council and appointed boards and commissions.
- Administration of staff and activities, either directly or through subordinate supervision.
- Methods and practices of assembling, analyzing, and presenting statistical data on a wide array of topics, including but not limited to park development, safety practices, facilities maintenance, programming, and budget.
- All computer applications and hardware related to performance of the essential functions of the job.
- Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Communicating orally and in writing with general public, co-workers and supervisory personnel in order to give and receive information in a courteous, honest and straight-forward manner. Must be able to adapt communication style and format to the audience.
- Remaining calm in stressful situations and to direct others during incidents.
- Solving problems and resolving conflict.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.
- Review and interpretation of construction/engineering plans.
- Prioritization of work and projects to meet the City's parks and recreation goals and initiatives.

Mental and Physical Abilities:

- Communicate clearly and concisely, both orally and in writing, in a timely manner.
- Prepare clear and concise reports.
- Interpret and apply applicable federal, state and local policies, codes, laws and regulations.
- Organize and maintain data accurately and completely with attention to details.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Able to present information in both formal and informal public settings.
- Be courteous, diplomatic, even-tempered, cordial, patient, impartial and cooperative when dealing with supervisors, co-workers, elected/appointed officials, and the public.
- Analyze organizational and administrative problems, adopt an effective course of action, and provide leadership to others in carrying out action plans.
- Able to maintain confidentiality of certain public records, transactions, and information. Can identify sensitive records and information and follow procedures for maintaining confidentiality.
- Establish and maintain effective working relationships with all encountered during the course of work.

WORKING CONDITIONS:

Work is performed primarily in a normal office environment. The position will have exposure to outdoor temperatures or dirt and dust. The incumbent’s working conditions are typically moderately quiet. The employee is occasionally required to carry, lift, move or push up to 25 pounds. This job may require occasional bending, squatting and twisting. This job includes frequent use of manual dexterity and visualization of a computer screen throughout the day.

This job requires attendance at evening meetings which include regular and special meetings of the City Council, delegated advisory boards, committees, and community groups. Attendance at overnight seminars and conferences may also be required.

ACKNOWLEDGEMENT

I understand that nothing in this job description restricts the City's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this job description and its related duties.

_____ Employee	_____ Signature	_____ Date
_____ City Administrator	_____ Signature	_____ Date

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.