

TOWN OF STEVENSVILLE
PARKS AND RECREATION POSITION DESCRIPTION

Position Title: Director of Parks & Recreation

Department: Parks and Recreation

Date:

GENERAL PURPOSE

The work performed by this position involves the leadership, coordination and oversight of the Stevensville Parks and Recreation Department. The position is responsible to plan, direct, manage, and oversee the programs, activities and operations of the Department including Recreation and Aquatics to coordinate assigned activities with other Town departments and outside agencies; and to provide highly responsible and complex support to the Mayor.

SUPERVISION RECEIVED

Works under the general direction of the Mayor.

SUPERVISION EXERCISED

Supervises Recreation & Aquatics Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Participate in the negotiation, development, planning, design and implementation of related City Capital Improvement Projects as well as capital improvements to existing facilities.

Continuously monitor and evaluate the efficiency and effectiveness of Department methods, procedures and programs; assess and monitor workload; identify and implement opportunities for improvement; review with Mayor where appropriate.

Facilitate use of all Town athletic resources to community sports organizations; supervise operations of all Town athletic facilities.

Provide staff support to the Town's Park Board.

Inventories and recognizes when supplies or equipment need to be ordered and communicates the needs to the management.

Interfaces with patrons regarding concerns, problems, or any other significant issues.

Adopted by Council:

Revised:

Supervise, promote, implement, and evaluate various recreational programs for children and adults including afterschool programming, summer camp programs, and specialized one-day sports events and programs.

Develop, prepare, and administer Department budget, including preparing cost estimates and justifications for budget recommendations, researching and recommending Capital Improvement Projects, and monitoring and controlling expenditures.

Develop and implement Department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; make revision recommendations as needed.

Oversee Recreation Department Customer Relations Program.

Work closely with the school district regarding joint-use and capital improvements of facilities.

Maintain close contact with school officials and community groups regarding program offerings and coordination of services.

Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity, including flyers, brochures, news releases, etc.

Review and approve manuals, reports, flyers, press releases, etc., produced by subordinate staff.

Prepare and maintain records and evaluation reports on new and on-going program offerings.

Recruit, select, train, motivate, schedule, supervise, and evaluate full-time, part-time, and volunteer staff; provide staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Provides input and feedback while responding to problems.

Ensures that aquatic programs are occurring as desired.

Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Five years of increasingly responsible experience in the administration of recreational programming and social and cultural programs and services, including three years of management and supervisory experience. Experience in park facilities planning and design, as well as developing, planning, implementing, and facilitating sports programs is required.

Adopted by Council:

Revised:

P&R Director Job Description 2

Bachelor's degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field is required. A Master's degree is preferred. A combination of education, skills and experience may substitute the requirements of this section.

Necessary Knowledge, Skills and Abilities:

- (A) Modern principles of park planning and design.
- (B) Modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults.
- (C) Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
- (D) Principles of human resource management, supervision, training, and performance evaluation.
- (E) Recreational, social, and cultural needs of the community.
- (F) Principles of facility supervision, facilitation, and maintenance.
- (G) Good computer skills.

SPECIAL REQUIREMENTS

- (A) Certified Park and Recreation Professional (CPRP) as granted by the National Recreation and Park Association (NRPA) is preferred.
- (B) CPR and First Aid certificates.
- (C) Possession of a valid Montana Driver's License and an acceptable driving record.
- (D) Ability to pass a comprehensive background check.

PHYSICAL DEMANDS

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

Ability to work in a standard office environment using computer equipment, with ability to travel to different sites and locations and lift 50 pounds. May at times be exposed to outdoor environment including hot and cold temperatures and noise.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee occasionally is exposed to wet and dry conditions.

Adopted by Council:

Revised:

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the facility.

The employee may be exposed to stressful situations as a result of human behavior.

Employee: _____

Date: _____

Supervisor: _____

Date: _____