



*Mayor Brandon E. Dewey*

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**MEMORANDUM**

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**TO:** Town Council  
**FROM:** Mayor Dewey   
**SUBJECT:** **Parks & Recreation Positions**  
**DATE:** May 1, 2020  
**CC:** Monica Hoffman, Town Clerk  
Scott Owens, City Attorney

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On April 22, 2020 Governor Steve Bullock issued his directive for implementing Executive Orders 2-2020 and 3-2020 and providing guidance for phased reopening of Montana and establishing conditions for phase one.

A review of all phases in the Governor's reopening plan has been done to evaluate the impacts on Town services. The Town will be able to comply with the conditions in the Governor's plan across most departments without significant modification to today's operations. One department that will need to see modifications to staff will be our Parks & Recreation Department.

The Governor's reopening plan calls for frequent sanitation of public spaces coupled with physical distancing measures. With the spring season in full swing, we expect an increase of visitation to the Town's parks system throughout the summer, including the swimming pool. In order to address this increase in visitation and to accommodate demands for clean facilities, additional staff will be required.

Under the authority of Ordinance 166, the administration is proceeding with the hiring of 2 part-time park attendant positions. The two positions will work on an alternating schedule and are expected to work through September to provide 7 day/week maintenance and custodial services at all town parks during peak hours. Specific tasks include but are not limited to sanitization of playground equipment, restroom cleaning, and trash handling. These positions will come at an estimated cost of \$15,000 and will be eligible for FEMA Public Assistance because the positions are responding to the impacts of COVID-19.

In addition, we will forgo hiring a pool manager and instead re-allocate those wages towards the hiring of a Park & Recreation Director whose duties will include supervision of all park maintenance personnel as well as the aquatics

staff. This position will be the same full-time seasonal position that the pool manager previously worked.

This memo serves to notify Council of the changes so that advertising and recruitment can proceed. Formal action will be brought before Council to ratify the changes at the next Council meeting. The positions descriptions that will be temporarily used until formal action are attached.

The Town remains committed to the safety of citizens and staff, while providing a clean and comfortable space for recreation and outdoor enjoyment. These actions will help the Town achieve that goal with the resources available.

**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:

P&R Director Job Description 3

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: \_\_\_\_\_

**TOWN OF STEVENSVILLE**  
**PARKS AND RECREATION POSITION DESCRIPTION**

Position Title: Park Attendant  
Department: Parks and Recreation  
Date:

**GENERAL PURPOSE**

The work performed by this position involves providing friendly guest service, safe operations, informing guests of rules, and ensuring cleanliness of park areas. The position is responsible to perform daily preventative and corrective maintenance and custodial functions for park facilities, ensuring a clean and positive experience for all guests and park system users. Employee will perform a variety of duties involving the upkeep, cleaning and supervision of parks, as assigned. This includes duties such as cleaning/stocking bathrooms, pick up trash, emptying trash cans, general cleanup of the park and facilities and general maintenance. Performs other related duties as assigned.

**SUPERVISION RECEIVED**

Works under the close supervision of the Parks & Recreation Director.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provides excellent customer service to the public (i.e.: patrons, vendors) and co-workers including responding to inquiries and requests and resolving customer complaints as necessary in a prompt, effective and courteous manner.

Performs normal duties in areas in which assigned such as day to day park activities, athletics, maintenance, special events and programs.

Assists staff during various program activities and special events offered by Parks and Recreation.

Attends in-service training and additional staff training, as necessary.

Enforces facility policies, rules and regulations, as necessary.

Assists in emergency protocol as required in training.

Adopted by Council:  
Revised:

Assists in sanitary operation of facilities and restrooms.

Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Assist key staff in facility set-up for organized events, as necessary.

Distribution of facility related promotional materials.

May also perform unskilled and semi-skilled work necessary to the operation of maintenance of parks, lawns, and grounds including manual labor, operation of motorized equipment, equipment maintenance, building and grounds maintenance and construction.

Performs other duties as assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

Any combination of education, experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

- (A) Friendly and helpful attitude
- (B) Attention to detail
- (C) Ability to work independently
- (D) Strong communication skills, customer service orientation
- (E) Ability to move tables, chairs, furniture (for set up of events) and perform manual labor
- (F) Ability to work with people of all backgrounds
- (G) Must be able to lift 40 lbs

### **SPECIAL REQUIREMENTS**

- (A) CPR and First Aid certificates.
- (B) 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 an outdoor environment including hot and cold temperatures and noise, using pertinent equipment, with ability to travel to different sites and locations and lift 40 pounds.

Adopted by Council:

Revised:

Park Attendant Job Description 2



## 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 is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The noise level in the work environment is consistent with activity in urban parks.

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

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

