



## **PARKS, RECREATION & EVENTS DIRECTOR POSITION DESCRIPTION**

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### **GENERAL PURPOSE**

Responsible for performing a variety of complex administrative, supervisory, and professional work in planning, coordinating, and directing the activities of the Parks, Recreation, and Events Department including the City Recreation & Aquatic Center, city parks, public spaces, cemeteries, playgrounds, athletic fields, event complex and special and community events.

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the City Commission with oversight of the Parks and Recreation Commissioner.

### **SUPERVISION EXERCISED**

This position exercises supervision over all Parks, Recreation & Events Department staff directly or through subordinate supervisors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Directs, manages, coordinates, and evaluates the operations of the staff and associated work within the Parks, Recreation & Events Department.
- Performs supervisory responsibilities including interviewing, hiring, and training/development of all staff within the Parks, Recreation and Events Department; and addressing complaints and resolving problems; and planning, assigning, and directing work.
- Directs the preparation of agenda items for the city commission and various committees or boards involved in the parks and recreation activities, presents agenda items as needed.
- Develops, manages, and oversees the capital improvement plan for the department, to include managing, organizing, and developing CIP department projects.
- Ensures inventory of resources are available for the department.
- Oversees service contracts, cleaning services, routine maintenance, and repairs.
- Develops and implements policy and procedure guidelines for the department.
- Prepares and presents the annual budget for the department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.

- Ensures adequate preventative and routine maintenance are in place for the Parks, Recreation and Events Department equipment and facilities.
- Enforces all safety rules and regulations associated with the department.
- Ensures personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances related to the department.
- Works cooperatively and coordinates with community-related local, state, and national organizations and entities regarding events and activities within the City of Deadwood agencies to plan for facilities and evaluate future needs; promotes public relations by resolving citizen concerns and speaking at meetings of various public groups.
- Acts as sexton of the Oakridge and Historic Cemeteries; ensures graves are marked properly, coordinates with local funeral homes, investigates and responds to questions from the public regarding gravesites.
- Cooperates with other city departments and assists when needed.
- Directs the planning, organizing, and scheduling of all adult and youth programs and activities offered at the Recreation and Aquatic Center.

#### **PERIPHERAL DUTIES**

- Works closely with Planning, Zoning, and Historic Preservation Department on matters related to parks, recreation and events.
- Performs a variety of miscellaneous duties as assigned.

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### **DESIRED MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE**

- Graduation from an accredited four-year college or university with a degree in a related field and/or a minimum of 3 years related experience.
- Must have supervisory experience.

#### **NECESSARY KNOWLEDGE SKILLS AND ABILITIES**

- Must have computer and managerial skills.
- Working knowledge in the field of parks and recreation along with associated management principles and practices.
- Knowledge of capital improvement project development and management principles.
- Knowledge of state laws and local policies and processes governing the bidding of projects along with ability to read blueprints.
- Must be able to plan, train, organize, delegate, and instruct all Parks, Recreation & Events Department employees and contractors.

### **SPECIAL REQUIREMENTS**

- Must possess or be able to obtain by time of hire, a valid South Dakota Driver's License without record of suspension or revocation in any other State.
- Possession of a valid South Dakota commercial driver's license (Class B) is highly encouraged.
- No felony conviction or disqualifying criminal histories.

### **TOOLS AND EQUIPMENT USED**

Computers, heavy equipment and machinery, hand tools, specialty maintenance equipment, computer, welder, power tools, lawn equipment, and snow removal equipment.

### **PHYSICAL DEMANDS**

The physical demands attached hereto are respectively 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.

The employee must be able to walk, sit or stand for a period of time. The employee must be able to lift or move 75 pounds. Specific vision abilities required for this job include close, distant, color, peripheral vision, depth perception and ability to focus.

### **WORK ENVIRONMENT**

The work environment characteristics attached hereto are representative of those an employee encounters while performing the essential function 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 frequently works outside in all types of weather conditions and is exposed to wet, hot, humid, cold conditions, fumes, or certain airborne particles. The employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate to noisy.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interviews, and reference check; job related test may be required.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.