

City of Lander

Job Description



Title: Parks & Recreation Director	Grade: 12
Department: Parks & Recreation	Effective Date:
Division: Administration FSLA- NONEXEMPT	Last Revised:

GENERAL PURPOSE

Performs a variety of professional administrative and managerial duties related to planning, organizing and directing the development, implementation, and operation of city parks and recreation facilities, programs and activities.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction from the Public Works Director.

SUPERVISION EXERCISED

Provides direct supervision to Parks Foreman, Weed and Pest Supervisor, and Office Manager/Secretary.

ESSENTIAL FUNCTIONS

Plans, coordinates, and provides overall direction for the various program activities of the department including recreation program management, ice skating rink, Sinks Canyon Camp, pathways, and parks maintenance, and master plan; performs ongoing evaluation as needed to ensure the success and relevancy of programs and resources. Evaluates quality of staff performance and develops program variations to address varied and multiple community interests.

Prepares, presents, and follows comprehensive plans for the maintenance, improvement, and expansion of recreation facilities and activities; advises the Public Works Director in planning long-range goals for parks and recreation development.

Serves as a public liaison to ensure event success associated with recreation. Maintains relationships with community groups, sports associations, the school district, and individuals to explain and discuss various aspects of parks and recreation functions; serves as liaison and advisor to various councils, committees, volunteer groups, and commissions related to parks and recreation as may be formed from time to time and coordinates and implements actions as needed to satisfy committee decisions and make changes in programs; prepares and delivers studies and special reports as needed to advise city officials and committees of program activities and results.

Plans and coordinates park, facility, and field use with associations and the public. Serves as a liaison with the public and school district to coordinate gym space reservations for associations and various other recreation activities.

Plans, organizes, coordinates, and conducts weed reduction outreach programs, activities, and special events for the Fremont County Weed Control Board, including invasive plant species control.

Applies for and manages special funding from local, state, and federal programs; prepares all federal and state grant applications and includes estimates for both Weed and Pest and Parks and Recreation capital improvement needs in the city; controls expenditures in conformance with funding conditions and grant stipulations.

Prepares department budget and submits to the Public Works Director for review and approval; monitors ongoing expenditures to assure compliance with fiscal goals; establishes fee schedules for ice rink use, recreation program activities, facility rentals, athletic leagues and events, and facility rental fees (park shelters, etc.); generates revenues through self-funding programs.

Coordinates and supervises purchases and expenditures; receives and reviews statements of expenditures and costs from various program operations and implements cost-effective measures and controls; reviews and authorizes all purchases, bids, and contracts; creates or prepares equipment specifications; negotiates purchases of equipment, materials, and services; oversees the maintenance of financial records; assures proper processing of revenue collections and accounts for various program revenues and deposits with the city.

Directs and performs program marketing and advertising; utilizes various media vehicles to reach all segments of the public and educate in recreation programs; performs general public relations as needed to address concerns and interests of the public; addresses various groups and clubs to solicit time and financial assistance for special programs.

Directs the recruitment and hiring of all program workers, temporary employees, and full-time staff of all weed and pest and parks and recreation operations; reviews performance and makes recommendations affecting job statuses such as retention, advancement and discipline, and discharge; routinely checks on programs and activities in progress; conducts training for volunteers and full-time staff as needed.

Participates in the day-to-day operations and maintenance functions as needed; operates parks equipment, i.e., mower, trencher, Zamboni, etc.; may serve as a field project supervisor and assures the general quality of all parks and recreation operations; coordinates on joint projects with other city departments.

Performs related duties as required.

CORE COMPETENCIES

- **Adaptability:** Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.

- Communication: Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- Cooperation: Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- Customer Service: Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- Dependability: Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative: Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- Job Knowledge: Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- Judgment: Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- Planning & Organization: Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from college with a bachelor's degree in parks and recreation management or some other related field is preferred; OR
- B. Five (5) years of progressively responsible experience performing above or related duties; OR
- C. An equivalent combination of education and experience.

Special Qualifications:

- D. Must possess or obtain and maintain a valid Commercial Wyoming Driver's License with appropriate endorsements.
- E. Must obtain and maintain Weed and Pest Licensure

ESSENTIAL FUNCTIONS, KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the methods and techniques of developing and operating parks and recreation systems; of the philosophy and objectives of community recreation programming; team sports management; community and public relations; principles and practices of general management including fiscal and human resources; budgeting processes and general accounting; considerable knowledge of the rules and regulations of a variety of sports and recreational activities; of equipment, facilities, operations and techniques used in a comprehensive community recreation program; working knowledge of the operation of personal computers and various software applications including spreadsheets, word processing, etc.

Ability to organize recreational leagues, establish team rosters and schedule games, tournaments and other play activities; to establish and maintain effective working relationships with employees, various age groups, other organizations, and the public; administer a large work program; prepare and present budget estimates; direct, motivate, develop, and evaluate subordinates; communicate effectively, verbally and in writing.

WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem-solving. Periodic travel is required in the normal course of job performance. Exposure to inclement weather including heat and cold, contaminants including pollutants, gases, dust and odors and machinery noise as well as general office noise. frequent Exertion up to 50 pounds of force.

DRIVING REQUIREMENTS:

For driving essential positions, employment with the City of Lander is contingent upon a satisfactory driving record. A driving record that has any of the following may be considered unsatisfactory: 1). Conviction of three or more moving violations from separate incidents, within the past 36 months; 2) A conviction within the previous 36 months of any of the following: Driving Under the Influence of Alcohol or Drugs; Leaving the scene of an accident; Fleeing to avoid arrest; Reckless Driving; Driving without automobile insurance; Driving on a suspended license; or Refusal to take a blood/breathalyzer test for suspected impaired driving.

SUPPLEMENTAL INFORMATION

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal opportunity employer. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

Employment with the City of Lander is contingent upon successful background screen and a pre-employment drug test. Random, reasonable suspicion and post-accident drug and alcohol testing are administered in accordance with the law, Federal requirements and City policy.

Driving records are required for all new employees. If the employee has not held a Wyoming driver's license for the last three (3) years, the employee must provide at their own expense and initiate a driving record from all previous States of residency.

If you have questions regarding the background screen, or pre-employment, random, reasonable suspicion or post-accident drug testing, please contact the Human Resource Director at (307) 332-2870 X-7 prior to accepting the job offer.

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee manual, safety policies and procedures, and departmental policies and procedures.

The City of Lander is an at-will employer.

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined with or without accommodations. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. The City of Lander reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.

Date: _____