

**CITY OF LATHRUP VILLAGE
JOB DESCRIPTION**

PARKS AND RECREATION DIRECTOR

Supervised by: City Administrator
Status: Department Head, Overtime Exempt
Supervises: Volunteers, interns, vendors, contractors, contractor for building, janitorial and grounds maintenance, contractor for special event services, and others assigned to assist with parks and recreation

Position Summary: This is a management level position that exercises discretionary judgment and is responsible for planning, administering, coordinating and delivering all recreation and wellness and to the residents of Lathrup Village, along with the overall daily operations and management of City parks and recreation facility, including the Community Room that is available for rental for residents and non-residents. This position also assumes responsibilities as the Facility Director and Safety Director.

This position involves managing employees, volunteers, vendors/contractors, parks and recreation facility operations, and programs for residents of all ages, including recreational and travel. This position manages the Independent Contractor for Building Services and Special Event Services.

The incumbent develops short- and long-range goals along with establishing and implementing policies and procedures pertaining to the effective and efficient operation of City parks, the recreation facility, and programs. Monitors progress and performance of support staff that are assigned to assist with Recreation Activities and related functions. Supervises Fitness Center Contractors and Programming.

Under the general supervision of the City Administrator, provides oversight and planning of recreation activities, community events and park improvements. Existing parks include: Annie Lathrup Park; Goldengate Park; Lathrup Village Municipal Park; and Sarrackwood Park. There may be future plans for additional neighborhood, pocket or dog parks.

ESSENTIAL DUTIES AND JOB FUNCTIONS – PARKS AND RECREATION:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Creates innovative and highly diversified youth, adult, family and senior programs and events for City of Lathrup Village residents and Recreation Department.
2. Plans, supervises, monitors and coordinates revenue producing recreation programs, activities, and/or special events.
3. Provides oversight and planning of community events.
4. Provides oversight and planning of senior activities.
5. Provides oversight and scheduling of various classes. Works with instructors to establish schedules and coordinate payments.

6. Provides annual budgetary information, and amendments, as required. This also includes regular monitoring of areas that are relevant to the parks and recreation area of the budget and associated with the Community Room.
7. Records financial activities and maintains records related to program expenditures, revenues and deliverables.
8. Obtains and maintains ServSafe® Food Protection Manager Certification within six (6) months of employment.
9. Oversight of kitchen maintenance and use.
10. Works with caterer to coordinate events. Responsible for billing and paying caterer.
11. Oversight of Community Group Registration/Coordination. Make recommendations for updating indoor and outdoor rental policies and pricing.
12. Provides oversight of the marketing and promotion of the Community Room. This includes providing information and tours of the Community Room.
13. Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and use of the Community Room.
14. Promotes City recreation and cultural programs in the community and/or a facility;
15. Prepares various marketing and communication materials for the Parks and Recreation programs/events. Develops press releases, acts as emcee for events, and prepares presentations. Coordinates, designs, and edits the newsletter, website pages, social media, and other community publications.
16. Plans, designs, creates, edits, publishes and arranges mailing for quarterly "Your Town" publication. Coordinates with related contractors.
17. Plans and implements decorations of building and parks for holidays and special occasions.
18. Serve as Lathrup Village Field Zone Representative.
19. Serve as SMART Credits Coordinator
20. Assists City Clerk with Community Development Block Grant (CDBG) program.
21. Develops program for seniors, often in partnership with AARP and other organizations.
22. Plans and coordinates Summer Concert Series, in partnership with sponsors and Lathrup Village Community Foundation.
23. Plans and coordinates large summer festival. Seeks sponsorships.
24. Recruits, trains and manages one or more interns per semester to supplement department staffing.

25. Planning and implementing capital improvement projects.
26. Creation and management of Lathrup Village Dog Park. Coordinate with volunteer group and seeking sponsorships/grant funding.
27. Daily management of social media accounts, while monitoring City and Villagers Facebook pages.
28. Coordinating events with DDA Director.
29. Coordinates or provides pick up and transport of park and recreation supplies (use of personal vehicle, eligible for mileage reimbursement when documented and approved)
30. Manages park rentals, with support for the Administrative Assistant – Customer Services.
31. Manages eradication of pests for outdoor events.
32. Coordinates and provides assistance to Police Department for their events.
33. Coordinates with Department of Public Services (DPS) for maintenance and upkeep of the parks.
34. Performs outreach to obtain program/activity sponsorships.
35. Fundraising through writing sponsorship grants and soliciting in-kind donations.
36. Orders and accounts for the use of program supplies and equipment;
37. Performs parks and recreation administrative support and customer service activities;
38. Oversight and keeps track of Calendar for building and facilities use.
39. Help in office and front desk during busy times (tax time and during vacations).
40. Looks for ways to expand and enhance Recreation Programs.
41. Oversight of City Parks. This includes regular inspection of parks, track and report conditions requiring attention and reviewing potential updates
42. Oversight of Fitness Center, including Staff.
43. Coordinates and provides staff support for the Recreation Advisory Commission. This includes participating in updating the Recreation Master Plan every five years.
44. Acts as liaison to various community groups.
45. Generates volunteer/community service opportunities for individuals/organizations.
46. Engages in community outreach efforts.
47. Attendance at internal and external meetings as required.
48. Performs other work as required.

ESSENTIAL DUTIES AND JOB FUNCTIONS – FACILITY DIRECTOR:

1. Plans, schedules and manages daily work schedule for contractor(s) for building, janitorial and grounds maintenance.
2. Completes timesheets and checks requests for contractor(s) for building, janitorial and grounds maintenance.
3. Creates and manages implementation of annual work schedules for custodial responsibilities and building maintenance.
4. Coordinates with building maintenance contractors for repair work (including sprinklers, electrical, plumbing, heating, roofing, etc.)
5. Manages capital improvements and renovation projects for the building, including the related budgets.
6. Coordinates and/or provides cost-effective repair work and landscaping; including training contractors to perform the work.
7. Reviews the building on a daily basis to maintain high custodial standards; records and addresses areas needing improvement.
8. Assists with taking out trash, changing soap dispensers, refilling paper towels, sweeping/vacuuming, that might require immediate attention.
9. Organizes, inventories, and cleans closets and other storage spaces.
10. Reviews all areas of the building as needed (weekly, monthly, annually) to fulfill building maintenance schedule.
11. Manages rentals of all areas of the building, including The Meeting Place and Dance Studio, with assistance from the Administrative Assistant – Customer Service.
12. Manages heat/AC for the building, as needed.
13. Support for space reorganizations and modifications of offices.
14. Provides assistance for elections for setups and site changes.

ESSENTIAL DUTIES AND JOB FUNCTIONS – SAFETY DIRECTOR:

1. Assists with drafting of safety policies.
2. Serves as one of the worksite supervisors to implement, monitor, and report on the COVID-19 control strategies in the Preparedness & Response Plan.
3. Maintains supplies of daily self-screening employee symptom checklist records, as required by the State of Michigan.
4. Maintains inventory of essential supplies, including face covering and hand sanitizers for the workplace.
5. Coordinate distribution of supplies to staff.
6. Provides and coordinates efforts to operate electrostatic disinfectant sprayer, as needed for safety.
7. Trains custodial staff on requirements, as needed.
8. Ongoing training/updates as needed.
9. Reviews weekly COVID statistics and notices from Oakland County and State of Michigan. In coordination with the City Administrator, addresses any protocol changes, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Michigan Driver's License.
- Graduation from an accredited college or university with a Bachelor Degree in Sports Management, Parks and Recreation, Leisure Services, Public Administration, or related field is preferred. An Associate's Degree or equivalent in recreation planning or related field may be considered.
- AND Two years of diversified, management experience and responsibility in the field of sports management, recreational services or cultural activities.
- OR an equivalent combination of education, training, and experience;
- Knowledge of parks and recreation services, special event planning, activities and programming, neighborhood parks, community centers, and marketing.
- Knowledge of parks and center operations.
- Knowledge of building and grounds maintenance practices.

- Ability to develop recreation programs and activities that reflect the citizen's needs and concerns.
- Ability to provide and manage year-round City parks and recreational center programming.
- Thorough knowledge of recreation programs, procedures and methods.
- General knowledge of municipal operations and procedures to effectively direct and assist the public.
- Skill in establishing and managing record keeping systems, assessing and compiling information and data, and in preparing accurate reports.
- Skill in the operation of office equipment including postage meter, facsimile, copier, computers and related software.
- Ability to establish effective working relations and use good judgment, initiative and resourcefulness when dealing with employees, other administrators, City officials, vendors and the general public.
- Ability to work independently and demonstrate sound judgment.
- Ability to establish operational standards and apply them in a comprehensive leisure services program.
- Ability to meet and deal tactfully and effectively with the public.
- Ability to effectively manage, schedule, and supervise employees and contractual staff.
- Ability to express oneself effectively and clearly in written and verbal form.
- Ability to work weekends, evenings, and holidays as required.
- Ability to be on-call and respond accordingly whether scheduled or in an emergency.
- Ability to carry out complex oral and written directions.
- Attends staff meetings, conferences, workshops, seminars and reads job-related publications to maintain professional competency.
- Ability to enter data and type with speed and accuracy.
- CPR and First Aid certification within six months of date of employment.

Physical Requirements and Work Environment:

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

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly required to travel to various locations within the City and work outside the office at field sites to inspect various properties and other works in progress. This may require the employee to traverse uneven ground, stand, walk, stoop, kneel, crouch, or crawl, and encounter fumes, dust, chemicals or other hazardous materials and equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, or moving mechanical parts. The noise level in the work environment is usually quiet, and may be loud in field situations.

The City of Lathrup Village provides is an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.

Selection Guidelines

- Completed and signed City of Lathrup Village Application Form (cover letters and resumes may be included with the application)
- Rating of Education and Experience
- Oral Interview
- Reference Check
- Job Related Tests May Be Required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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

The Parks and Recreation Coordinator is an employee of the City of Lathrup Village, appointed by the City Administrator. The appointee is responsible to the City Administer. The person holding the position is also subject to the rules, policies, and contracts with the City of Lathrup Village that effect all administrative employees.