

## **Job Description Parks and Recreation Director**

### **DEFINITION**

The Parks and Recreation Director is responsible to the Town Administrator for the administrative and supervision of departmental employees and the day-to-day operations of the Parks and Recreation Department. He/she serves as a key member of the Town's management team with specific responsibilities for supervision, managing, directing, and coordinating the parks function; including performing a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing recreational activities, events, equipment, facilities, personnel, and volunteers; prepares departmental budget, evaluations, documentation and reporting on special events. The Parks Director functions with a high degree of independence, utilizes mature judgement, planning abilities, and organizational skills. He/she establishes priorities, programs, and acceptable levels of performance for the department; is committed to the vision and values of the Town through ethical conduct, community stewardship, individual initiative and responsive service. Demonstrates leadership, management and technical skills through effective communication and collaboration, proper use of resources, progressive decision making, personal accountability and responsibility.

### **ESSENTIAL FUNCTIONS OF THE JOB**

*(The following duties are not intended to serve as a comprehensive list of all duties performed and are only a representative summary of the primary duties and responsibilities. Incumbent may be required to perform all duties listed and may be required to perform additional position specific duties.)*

- Plans, directs, coordinates, and evaluates the activities of all full-time, part-time and seasonal department personnel. Approves work schedules and assignments; training, problem resolution, performance evaluations and recommends personnel actions.
- Responsible for the planning, organization and implementation of the activities of the Parks and Recreation Department including: operations, scheduling, and maintenance of fields, facilities and equipment. Coordinates the maintenance and improvements of programs, special events, and recreational organizations.
- Serves as liaison to the public in responding to inquiries, problems and complaints; provides technical assistance and direction to the public, vendors, participants, parents, instructors, coaches, referees and others in conducting programs and events; explains policies and procedures to participants, staff and volunteers.
- Plans and organizes programs and activities to include developing format and structure of programs, designing publicity and registration materials, coordinating printing, mailing, and distribution of registration materials and ordering supplies, trophies, awards, equipment and materials; publicizes programs and events.
- Attends community events, recreation conferences and various meetings to promote and develop support for municipal recreation programs and events; distributes materials to inform schools, churches, community groups and others of upcoming programs and events.
- Assumes accountability for assuring all Department vehicles and equipment are kept in proper working order and that appropriate preventative maintenance programs are properly followed.
- Prepares and manages the departmental budget and Capital Improvement Plan (CIP), including justification for departmental requests, uses this information to prepare weekly, monthly, and yearly activity reports to assess departmental performance and effectiveness;

reviews and approves purchase requisitions for materials and equipment; develops bid specifications, evaluates bids, maintains sufficient inventory of equipment and supplies.

- Establishes and maintains working relationships with other internal and external departments, recreational organizations, and other Town Department Heads to facilitate program effectiveness.
- Handles the Park Department's end of Town personnel administrative functions to include hiring/ firing all personnel, reviewing/approving requests for sick and annual leave, recommending merit increases, hearing grievances and recommending solutions, all of which should be consistent with sound personnel administrative practices and the Town of Arlington Personnel Policy.
- Prepares or completes various forms, correspondence, logs, checklists, schedules, graphs, charts, bid specifications, purchase requisitions, reports, confidential information files, inventory records, vehicle maintenance requests, work injury reports, vacation/leave requests, or other documents; reviews, completes, processes, forwards, or retains as appropriate.
- Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, database, email, Internet, or other computer programs such as Microsoft Word, Excel, Power Point, Dude Solutions Maintenance Software, Publisher and Outlook; maintains records, logs, inspection reports, complaint investigations, and files of work activities; maintains current manuals, policies/procedures, bulletins, and other materials for reference or review.
- Communicates in person, by telephone, and/or two-way radio with supervisors, employees, other departments, personnel, public, media, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems, provide information and assistance, or respond to requests for service or assistance; communicate effectively and coherently both orally and written.
- Attends meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing trends, policies, procedures, and codes; participates in continuing education activities; maintains professional certifications and affiliations.
- Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks; including safety operations of special events, and Town functions.
- Represents the Town with Professional Associations; attends Board of Mayor and Aldermen meetings and other relevant government and business meetings, where appropriate, outside regular business hours.
- Performs general/clerical tasks, which may include making copies, sending/receiving faxes, or filing documentation.
- Provides assistance to other employees or departments as needed.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- **Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for recognizing actual or probable interactive effects and relationships.
- **Human Interaction:** The ability to plan, direct, assign, and command operations of staff and equipment engaged in diversified functions, which may involve danger to life and/or property. Requires the ability to establish and maintain effective working relationships with

other Town employees, subordinates, representatives of cooperating agencies, and the citizenry. Employee must be able to clearly communicate expectations in coordinating activities of a project, program, or designated area of responsibility to staff and outside parties as required.

- Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information. Requires the ability to express oneself clearly and concisely, both orally and in writing. Ability to speak before public groups on plans, programs and goals of the Parks Department and Special Events.
- Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable. Considerable knowledge of modern principles, methods, and procedures of Parks and Recreation administration, and management.

### **WORK ENVIRONMENT**

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

- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, pollen, odors, chlorine gas, methane gas, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, and toxic agents.
- Some tasks require the ability to perceive and discriminate colors or shades of color, sounds, depth, texture and visual cues or signals.
- The typical work schedule is Monday through Friday from 7:00 AM to 4:00 PM; schedule is subject to change based on organizational needs and to call out at any time of the day or night on any day of the year.

### **CERTIFICATIONS & TRAINING**

Must possess or be able to obtain the following certifications within 2 years of employment.

- Pesticide Certification
- Playground Maintenance and Safety Inspector
- Certified Park and Recreation Professional
- Event Management Training
- Turf Management Training
- Professional Membership in TRPA (Tennessee Parks and Recreation Association)

## **QUALIFICATIONS**

Requires Bachelor's degree from an accredited four-year college or university with a major in Parks and Recreation (preferred), Public Administration, Business Management, or a closely related field; eight (8) years of progressive experience in parks and recreation of which five (5) years of experience must have been in a responsible administrative and supervisory role, municipal setting preferred, or equivalent relevant experience.

## **SPECIAL REQUISITES**

Applicants must not have been convicted of a felony or any misdemeanor that involved violence, force, illegal liquor or drug laws, moral turpitude, money or inappropriate dealings with a minor. Applicants who have military service must possess an "Honorable" discharge. All appointments for employment with the Town of Arlington are contingent upon the successful completion of a drug test.

## **REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of modern office practices, procedures and equipment; Proficient in Microsoft Office products to include Word, Excel, PowerPoint, Outlook, and Publisher.
- Ability to express ideas clearly and concisely, both verbally and in writing, and be able to communicate with tact and professionalism under various conditions.
- Ability to cope with a considerable volume of detailed work and adapt to interruptions in work flow.
- Ability to conduct independent investigations, analysis, and research related to land use and demographics.
- Ability to effectively manage one's time, solve problems, and exercise sound judgement.
- Ability to plan, direct, implement and manage all phases of a comprehensive parks and recreation program, its personnel, policy and fiscal planning activities.
- Knowledge of the facilities and equipment needed to implement and operate a broad recreation and fitness program; Ability to use necessary tools and equipment in performance of required skills.
- Excellent organizational skills with attention to detail and accuracy.
- Ability to establish and maintain effective working relationships with the public, professional colleagues, representatives of other public agencies and other employees
- Ability to plan and supervise the work of subordinates.
- Ability to evaluate situations and make positive decisions; Ability to keep accurate records and make reports.
- Ability to react quickly and calmly in emergency situations and determine proper course of action.
- Ability to deal effectively with citizen complaints regarding department activities and procedures.

## **EQUIPMENT/JOB LOCATION**

The employee will operate light duty vehicles, parks maintenance equipment, irrigation and lighting systems, mobile radios, recorders, cameras, computers, calculators, fax and other modern office equipment. The employee works inside and outside and may be exposed to smoke, fumes and chemicals, toxic substances, noise, machinery with moving parts. The employee may be required to lift objects weighing more than 25 pounds. Intermittently sitting, standing, stooping, lifting and walking is required.