JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Parks &amp; Recreation Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Parks &amp; Recreation</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>City Manager</td>
</tr>
<tr>
<td>Location:</td>
<td>Thomas Park</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>4/03/03</td>
</tr>
<tr>
<td>Civil Service:</td>
<td>N/A</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>NB PayScale</td>
</tr>
<tr>
<td>Overtime Status:</td>
<td>Salary</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

The Director is responsible for the administration, coordination, and control of all public parks, playgrounds, and related recreational facilities; the cemetery, and community center. It is the responsibility of the Director to: promote parks and recreational facilities within the community; supervise the department's personnel; implement policies established by the park board, and ensure the efficient and effective operation of the parks and recreation department. The Director works under the supervision and direction of the park board and the City Manager.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Plans, directs, coordinates, and controls departmental operations regarding the city's parks, playgrounds, swimming pool, cemetery, and community center in accordance with the policies established by the park board.
- Conducts these personnel activities: planning, job analysis, preparing job descriptions, recruitment, selection, training and development, scheduling, performance appraisal, promotions, and terminations as directed by park board policies.
- Plans, directs, coordinates and controls the department's maintenance program.
- Establishes and maintains a program to utilize volunteers in the recreation program.
- Supervises the planning, design, construction and maintenance of cemeteries, parks, playgrounds and related facilities.
- Prepares the annual budget with direction from the park board; lobbies for departmental funding with the City Manager and city council.
- Maintains financial records for the department's services; supervises and accounts for all expenditures.
- Attends staff, city council and board meetings as required.
- Addresses various civic organizations to increase community awareness and understand regarding the department's programs and activities.
- Serves as a liaison between the city council and park board.
- Develops and implements the capital improvements program.
- Performs related work as required.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Knowledge of modern principles and practices of parks and recreation programming and administration.
- Ability to plan, direct, coordinate and control the activities of subordinates.
- Knowledge of state and federal programs pertaining to parks and recreation.
- Ability to provide technical and administrative advice to the park board and City Manager.
- Ability to establish and maintain effective working relationships with fellow employees, civic groups, and the general public.
- Ability to analyze short and long-range community needs and formulate plans with which to meet them.
- Ability to prepare clear and concise oral, written and graphic reports.
### ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unlevel grades and heavily vegetated areas for the purpose of inspecting parks, recreation and cemetery land and work sites.
- Ability to read, speak, write and understand English to communicate effectively with citizens, contractors, Park Board, City Council and employees by telephone, in writing or face-to-face.
- Ability to visually review the department’s facilities and the work of subordinates.
- Ability to perform mathematics for budgeting purposes.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

### QUALIFICATIONS

List the minimum requirements to be considered for this position:

- Graduation from an accredited four-year college or university with major course work in parks and recreation.
- Supervisory experience in parks and recreation administration.
- Any equivalent combination of experience and training may be acceptable.
- Possess valid Iowa driver’s license.

### WORKING CONDITIONS

List working conditions for this position:

- Works in an office environment
- Works a standard work week and attends Council Work sessions and Meetings
- May be required to work some overtime upon demand of workload

### REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Pre-Employment Physical