USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director of Parks and Recreation**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Director of Parks and Recreation** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:** | **EXEMPT** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of administrative, professional and supervisory work in direct oversight and control of the Parks and Recreation Department. Responsible for the maintenance of [Town/City] parks, related recreation areas and facilities and the provision of community recreation programs.

**Supervision Received:**

Receives general direction from [chief administrative/executive officer and/or Parks and Recreation Commission].

**Supervision Given:**

Supervises the following departments/divisions:

Supervises all employees of Parks and Recreation Department.

**Examples of Essential Functions:**

# Plans, coordinates, supervises, and evaluates Parks and Recreation Department operations.

1. Develops [or “Assists Parks and Recreation Commission in the development of”] policies and procedures for the Parks and Recreation Department as necessary to ensure efficient operation of the Department or implement directives from the [chief administrative/executive officer and/or legislative body if applicable].
2. Plans, promotes and implements a comprehensive and diversified community recreation, cultural, athletic and social [add “human services” if appropriate] program under policies established by [chief administrative/executive officer and/or legislative body/Parks and Recreation Commission]; reviews Department performance and effectiveness, formulates and implements programs or policies to alleviate deficiencies.
3. Operates, supervises and maintains existing parks and recreation areas and facilities; supervises acquisition, planning, design and construction of proposed facilities.
4. Coordinates parks and recreation activities, events, programs and plans for recreation areas and facilities with other [Town/City] departments, community groups, schools and others as required.
5. Supervises and coordinates [or “Assists in”] the preparation and presentation of a proposed annual budget for the Parks and Recreation Department; directs [or “assists in”] the implementation of the adopted budget; analyzes and recommends improvements to equipment and facilities, as needed.
6. Directs and supervises the selection, training, assignment, scheduling, evaluation and discipline of Department employees; administers personnel rules and regulations and collective bargaining agreements for subordinate employees.
7. Directs the development and maintenance of systems, records, and documents that provide for the proper evaluation, control, and documentation of Department activities and operations, including: management of recreation program registration; collection of program fees and charges; program evaluation; activity and facility scheduling; contract administration; and grounds and facilities maintenance.
8. Prepares, submits and presents analytical and statistical reports to [chief administrative/executive officer/Parks and Recreation Commission]; attends meetings of [insert appropriate committees, commissions and legislative body].
9. Promotes and publicizes recreation programs and activities; prepares and coordinates program and event publicity.
10. Maintains positive working relationships with school officials, community groups and the public regarding program offerings and coordination of services; promptly and cordially responds to civilian inquiries and complaints pertaining to services and facilities.
11. Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, and approves grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.

**Other Job Functions:**

1. Perform all related work as needed.

**Minimum Qualifications:**

**Education & Experience:**

1. Graduation from an accredited college or university with a Bachelor's degree with a major field of study in: Recreation, Park and Leisure Studies, Park and Recreation Management, Public Administration or a closely related field.
2. \_\_ years of increasingly responsible experience in the administration of recreation, social and cultural programs and services, including \_\_ years of management and supervisory experience.
3. \_\_ years of experience in park facilities planning and design.
4. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town/City Manager] or his/her designee.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of principles and practices of parks administration.
2. Thorough knowledge of the principles and practices for the management of recreation programs.
3. Considerable knowledge of horticulture, landscaping and facility design and use.
4. Considerable knowledge of the principles and practices of public administration.
5. Knowledge of recreation, cultural, athletic and social needs of all age groups.
6. Skill in financial and human capital management.
7. Skill in the use of computers, including [insert specific software].
8. Ability to prepare detailed reports, plans and specifications and conduct reliable research as needed.
9. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.
10. Ability to establish and maintain complex files and records systems.
11. Ability to process large quantities of paperwork accurately and efficiently and work with a minimum of supervision.
12. Ability to maintain positive working relationships with school officials, community groups and the public.
13. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from groups of managers, vendors, customers/residents, and the general public.

**Additional Eligibility Requirements:**

1. Certified Park and Recreation Professional (“CPRP”) (as granted by National Recreation and Park Association). [preferred]
2. CPR and First Aid certificates.
3. Valid, active Motor Vehicle Operators license required.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to X pounds, and occasionally lift or move up to Y pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment with [regular or occasional] related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally work near moving mechanical parts; in precarious places; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals and vibration and life threatening situations. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of his/her duties. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_. Extended hours may be needed for program coverage and supervision. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.