



JOB DESCRIPTION: Director of Parks and Recreation

EXEMPT:	Yes
COMPENSATION CLASS:	15
DEPARTMENT:	Parks and Recreation
REPORTS TO:	Village Manager

SUMMARY:

This is a highly responsible professional position that includes administrative and managerial work, planning, organizing, and directing the activities of the Park and Recreation Department. The Director of Parks and Recreation plans, promotes, organizes, and administers public recreation service for the community, under policies established by the Village Board and the Village Manager, by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises, selects, trains, directs, and evaluates department personnel, and monitors all activities and operations of the department; sets goals and objectives and establishes guidelines for performance;
- Supervises acquisition, planning, design, construction, and maintenance of recreation facilities; coordinates with Public Works Department on routine maintenance and special repair projects;
- Evaluates effectiveness of recreation areas, facilities, and services;
- Studies local conditions and develops immediate and long range plans to meet recreational needs of all age groups;
- Prepares budgets and directs expenditures of department funds and keeping of department records;
- Attends regular Parks and Recreation Board meetings and reports recommendations and direction to Village Manager;
- Advises Village Manager on long-term strategic planning for all parks and park programs;
- Oversees marketing of park programs including the Village website, park brochure, and social media;

- Develops and manages sponsorship program for department including but not limited to Turkey Trot, Social Club and special events;
- Complies with all Village Policies, Protocols, and Procedures;
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Manages the full-time employees in the Parks and Recreation Department. Is responsible for the overall direction, coordination, and evaluation of this unit. In addition, is responsible for a seasonal staff of approximately 200 camp and employees and instructors.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in park and recreation administration or a related field, from four-year college or university. Master's Degree in park and recreation administration, or a related field, is preferred. At least five years progressive experience in the parks and recreation field. Certified Park and Recreation Professional (CPRP) status required.

COMPUTER SKILLS:

Knowledge of Microsoft Windows and Microsoft Office.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, vendors, customers/residents, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

The Village is seeking a candidate who can view complex issues with the ability to define problems, collect data, establish facts, and draw conclusions that can then be implemented. The successful candidate should have the ability to work with

mathematical concepts, including the ability to work with fractions, percentages, ratios, and proportions and to critically evaluate programs and plans.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, and sit. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually loud.

SAFETY:

All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence of performance will be considered an important measure of employee performance evaluation. As such, the employee must:

- Comply with established safe work rules
- Report all accidents and injuries immediately and cooperate in all accident and injury investigations, supplying full and complete information
- Submit recommendations for safety and efficiency, as well as report defective equipment and unsafe conditions
- Know their exact duties in case of fire or catastrophe
- Use safety equipment provided for personal use in performing daily work assignments
- Only operate equipment trained and authorized to operate
- Provide public protection from unsafe conditions and hazards resulting from municipal work operations
- Participate in special safety activities, as designated, such as Safety Committees, Job Safety Analysis, special training, etc.