

# Example Job Descriptions: Director of Parks and Recreation

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## 1.)

A progressive city government is seeking an innovative, dynamic and forward thinking leader in the role of **Director of Parks, Recreation and Leisure Services**.

As Director, the incumbent will serve under the general direction of the City Manager and will be responsible for providing high level managerial leadership, administrative and financial direction, as well as directing the planning, development and operation of City-wide parks, recreation and leisure services programs and facilities. Work involves analyzing program effectiveness, managing, planning and supervising the traditional recreation programs to include but not limited to special events, youth development and senior programs. The incumbent will prepare, present and administer the budget process for the Department and oversee budget expenditures; extensive planning, supervision and allocation of human, financial and material resources in order to meet City's recreational needs. The incumbent will be responsible for the beautification and landscape maintenance of the City to include parks, ballfields and other City facilities. In addition, this position will be responsible for directly supervising professional, administrative, technical, and trades employees over parks, recreation and leisure services divisions and programs. This position requires excellent leadership ability, great communicator skills, effective decision maker, strategic thinker, and the ability to effect change and provide direction in program planning, development, and implementation. Education/Experience: Bachelor's degree in physical education, recreation or a related field; master's degree preferred. Requires 6 - 9 years of progressively responsible experience in the planning and implementation of recreation programs and services, to include experience planning and managing resources; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

## 2.)

This is an exciting position for an individual who has a tremendous passion and love for parks and open space with the ability to inspire a shared vision working collaboratively with an active and involved community. The ideal candidate will embrace the importance of access by a diverse group of recreational users and strive to balance enhancement, expansion, and environmental concerns while still preserving the exceptional quality of life in Marin County. This top candidate will also be a charismatic leader with a customer-service orientation and have a proven track record of effectively managing programs, budgets, and staff. With oversight of more than 15,000 acres of open space and 160 miles of public trails as well as 5 regional and 8 neighborhood parks, the Director is supported by a staff of 50 and a FY 15/16 budget of \$19.5 million. The annual salary range for this executive level position is up to \$177,174 with excellent benefits including 1937 Retirement Act with CalPERS reciprocity. This is an at-will position and, as a result, the Board of Supervisors, working in conjunction with the County Administrator's Office, may negotiate a mutually beneficial package that could include other transition assistance. This recruitment is national in scope and all qualified candidates are encouraged to submit credentials for consideration. This position requires the equivalent of a bachelor's degree and 7 years of senior management experience in planning, acquisition, and operations of a variety of parks and open space programs and facilities. A master's degree is highly desirable.

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To apply, submit cover letter, resume, salary history, and 5 professional references to [apply@ralphandersen.com](mailto:apply@ralphandersen.com) by Friday, July 31, 2015. Recruitment brochure available at [www.ralphandersen.com](http://www.ralphandersen.com). Confidential inquiries welcomed to Heather Renschler at (916) 630-4900.

### 3.)

Graduation from an accredited four-year college or university with a degree in Recreation Management, Physical Education, Natural Resources, Public Administration, Business Management, or a related field. Masters Degree highly preferred. Six years of experience in organized Parks, Recreation and one or more years of experience in Natural Resources based programs in a highly responsible supervisory and/or administrative capacity, preferably experience in both Parks and Recreation related positions. Verifiable history of progressive responsibilities and assignments. One or more of the following certifications is preferred: Florida Sterling Examiner, Baldrige Examiner, or Kaizen.

Must possess a valid driver's license. Certification as a Certified Leisure Professional or Certified Parks and Recreation Professional or equivalent is preferred.

Must become a Pasco County resident within twelve months of employment date.

EOE/MF/ADA

#### Minimum Qualifications:

- Bachelor's Degree in Recreation, Physical Education, Landscape Architecture, Horticulture, Park Planning and Design, Public or Business Administration or related field, or equivalent combination of education and related work experience.
- Eight years' experience in management of recreational facilities and programs or public parks or private sector grounds maintenance or any combination.
- Four years supervisory experience across all years of job related experience.
- Must possess or have ability to obtain within first sixty days of employment and must maintain a valid New Mexico Class "D" driver's license.
- Must successfully complete a thorough background investigation.
- Must possess or have ability to obtain within thirty days of employment and must maintain Community CPR, First Aid and AED certifications.

#### Preferred Qualifications:

- Master's Degree in Recreation, Physical Education, Landscape Architecture, Horticulture, Park Planning and Design or related field, Public or Business Administration or related field.
- Certified Playground Safety Inspector through the National Recreation and Parks Association National Playground Safety Institute.
- Certified Aquatic Facility Operator (AFO) through the National Recreation and Parks Association.
- Certified Professional Recreation Professional (CPRP) or Certified Professional Recreation Executive (CPRE) through the National Recreation and Parks Association.
- Public sector experience.

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## 4.)

### Position Summary:

Under limited supervision of the Community Services Director, provides direction and operational management of the parks and recreation system, to include planning and organizing workflow, initiating and implementing operating policies and procedures, personnel and budget management, project planning, scheduling and management, and record maintenance.

Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

### Knowledge, Skills, and Abilities:

- Knowledge of applicable federal and state laws, regulations, and requirements.
- Knowledge of all facets of recreation operations.
- Knowledge of horticultural, arboricultural, turf management, park design, and landscape design.
- Knowledge of budgeting, cost estimating, and fiscal management principles and procedures.
- Knowledge of the principles and practices of management, of the structure and processes of government, of management support functions.
- Knowledge of buildings, facilities and the development of parks maintenance and design standards, work control and quality control processes.
- Knowledge of the occupational hazards and safety precautions.
- Knowledge of methods and procedures in preparing master site plans, detailed park plans, and park design layouts for park and recreation
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating business computers and office machines, including in a Windows environment.
- Skill in customer/client relationships, establishing and maintaining effective working relationships with employees and the general public.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned employees and volunteers.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in organizing resources and establishing priorities.
- Skill in employee development and performance management.
- Skill in writing grant applications and project administration.
- Skill in conducting project management.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling

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work assignments.

- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to foster a cooperative work environment.
- Ability to communicate effectively, both orally and in writing and the ability to make effective presentations.
- Ability to interpret and evaluate client informational needs and to determine appropriate alternative solutions.
- Ability to develop, plan, and implement short- and long-range goals.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to make decisions and exercise independent judgment.
- Ability to prepare reports; to edit, organize and present clearly and concisely, oral and written reports of findings and recommendations.
- Ability to maintain confidentiality.

Essential Duties & Responsibilities:

- Develops a strategic plan for parks and recreation. Establishes, implements, and communicates goals, objectives, policies and procedures in accordance with strategic plan.
- Supervises personnel including work allocation and prioritization, training, performance evaluation and management; motivates employees to achieve high performance, creates and fosters a team-oriented and collaborative work environment.
- Directs the development and execution of the strategic operating goals and objectives; oversees the planning, development, implementation and maintenance of programs, policies, procedures, goals, budgets, systems and processes.
- Assists with the development and expansion of programs, facilities, parks and open space, such as the aquatic center, golf course, ice rink, stables, medians and landscaping cemetery, etc. that are important to the community.
- Plans and administers the annual budget, oversees capital expenditures, and authorizes expenditures in accordance with budget.
- Plans and implements projects; develops and establishes deadlines, goals, objectives, workflow and operational procedures.
- Oversees and/or coordinates the collection, compilation, and analysis of program activity data; develops, writes, and presents comprehensive statistical and narrative program reports.
- Prepares designs and permit applications for park improvements. Manages design and construction service contracts from scoping through selection and execution phases.
- Gathers, analyzes and evaluates usage of facilities and program attendance.
- Represents the organization at various community and/or business meetings; promotes existing and new programs and/or policies; meets with public to gain and share information regarding parks needs, uses and designs.
- Acts a department liaison to the Inter-department Review Committee (IDRC) for all County-wide projects and planning and zoning issues.
- Plans, develops, and implements strategies for generating resources and/or revenues for the parks and recreation division.
- Oversees the coordination and organization of special promotional activities for the recreation division.

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- Identifies needs for Capital Improvement Program (CIP) projects based on citizen input and Parks Master Plan. Prepares CIP project plans designs, and specification. Presents CIP plans to Capital Improvements Program Oversight Committee and the County Council. Oversees the design, development, and installation of CIP projects improvements, renovations, and repairs. May function as Project Manager in directing a wide range of parks construction, maintenance, and improvements projects.
- Coordinates and cooperates with other County departments and divisions in regard to operational needs, special projects, and emergency conditions.
- Serves as staff liaison to the Parks and Recreation Board, orienting and informing Board members on recreation, parks, and open space issues and activities, ensuring compliance with the Open Meetings Act. Contributes to the county's effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
- May function as Community Services Director in the absence of the Community Services Director.
- Maintains professional and technical knowledge by conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.