



## PARKS AND RECREATION DIRECTOR

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| <b>Parks and Recreation Director</b>                                                       | <b>City of Tiffin Job Code:</b>                                                 |
| <b>City of Tiffin Dept/Division:</b> Parks and Recreation                                  | <b>Adopted: November 5, 2019</b>                                                |
| <b>AFSCME Salary Grade:</b> _____                                                          | <b>Manager Level:</b> Managerial                                                |
| <b>FLSA Status:</b> Non-exempt; Full-time, permanent                                       | <b>Reports to Position:</b> City Administrator                                  |
| <b>Physical Demand Rating:</b> Light to Moderate                                           | <b>City Overtime Status:</b> Non-exempt                                         |
| <b>Work Environment:</b> Controlled                                                        | <b>Pre-employment Testing:</b> Drug and health screening after contingent offer |
| <b>Position Testing:</b> Knowledge & skills test. Standard Word, Excel; Job Fit Assessment | <b>Personal Protective Equipment:</b> None                                      |

**General Statement of Duties:** Plans, organizes, prioritizes, markets, and directs the activities of the Parks & Recreation Department. Serves as the City spokesperson for all issues involving Parks & Recreation and assures the operational effectiveness of the Department.

**Distinguishing Features of the Class:** Works under supervision of the City Administrator with considerable leeway granted for the exercise of independent judgement and initiative.

### **Examples of Essential Work:**

Establishes, implements and manages all of the City's recreation programs and facilities relating to parks, athletic facilities and recreation programs. Supervises, trains, motivates and evaluates all Park and Recreation employees. Establishes policies, procedures, goals and objectives for the department consistent with the goals and objectives of the City Council. Assures park operations and public recreational programs are carried out according to Federal, State, and local laws, rules, and regulations.

Directs the formulation and routine updating of park system departmental goals and objectives consistent with changing community needs and the goals of the City.

Develops and supervises a variety of recreation and park activities to meet the needs and desires of the citizens of the community as staff and budget permits.

Coordinates the City recreation program with other recreation agencies operating within the City.

Makes arrangements for the use of public facilities under control of agencies other than the City.

Develops long and short range planning and needs assessment for the improvement of the parks system and public recreational programs; evaluates program needs and accomplishments.

Prepares and presents the annual department budget; determines resource needs and financing requests; supervises departmental purchasing and controls the expenditure of funds.

Seeks and applies for Federal, State, and local grants as approved by the City Council.

Oversees, assists, and maintains systematic, complete, and accurate departmental records and prepares reports as needed for various functions.

Develops, implements and distributes public information programs explaining the recreational program and parks system and developmental goals; works with school district and civic groups to facilitate recreation programs and park facilities.

Directs and participates in the development of capital and land acquisitions, project plans and specifications. Directs and coordinates planning, design and construction of parks and recreational facilities. Coordinates with other departments, outside agencies, engineers and architects.

Performs all work duties and activities in accordance with City policies, procedures and safety practices; Attends work regularly at the designated place and time; Supports continuous process improvement initiatives and promotes safety throughout the entire department and assures all programs and facilities are operated in as safe a manner as possible.

Assists City in time of emergencies (e.g., snowstorms, floods, windstorms, or any other emergency needing the Director's assistance).

Performs any other duties as directed or assigned by the City Administrator or City Council that come about as a matter of policy.

### **Required Knowledge and Abilities**

Knowledge of the principles and objectives of public recreation and parks programs.

Knowledgeable of the practices and principles of effective public administration and municipal government.

Knowledge of planning and managing all types of recreation, sports, and arts programs and facilities.

Knowledgeable of analyzing community needs and resources to develop programs which optimize use of department resources towards fulfillment of city needs.

Ability to develop and maintain cooperative relationships the City Council, City Administrator, City Employees, community agencies, other government officials, civic groups, and the general public.

Ability to receive and follow directions either verbally or orally and with proficiency and accuracy.

Ability to work in either a team environment or individually.

Ability to read and interpret operating manuals, procedures and policies.

Ability to analyze, assign priorities, organize, and coordinate, work flow.

### **Acceptable Experience and Training**

High school graduation or equivalent

Graduate from a college or university with a Bachelor's Degree in Recreation, Park Management, Leisure Services, or a closely related field.

Four (4) years of increasingly responsible professional experience in the field of Public Recreation, Leisure Services and/or Park Management or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Possession or ability to obtain CPR and First Aid Training and CPO Certification.

Valid driver's license and good driving record.

**Required Special Qualifications**

None.

**Essential Physical Abilities**

Minimal physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 50 pounds. Occasional climbing, stooping, kneeling, reaching and walking/standing.