



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE: October 3, 2025

AGENDA ITEM: Discussion and Consideration to Approve the Parks & Recreation Job Description and Proceed with Advertising for the Position

ACTION: Approval

Purpose

To seek formal approval from the City Council for the updated job description for the Parks & Recreation Director position. This update reflects expanded responsibilities associated with the City's new recreation center and aligns the role with current operational needs and strategic goals.

Background

The Parks & Recreation Director job description was originally adopted on November 5, 2019. Since then, the City has made significant investments in parks and recreation infrastructure, including the construction of a new recreation center. The updated job description, modified as of October 7, 2025, incorporates:

- Oversight of the new recreation center's operations, staffing, programming, and budget.
- Expanded duties in community engagement, marketing, and partnership development.
- Updated qualifications and experience requirements to reflect the professional scope of the role.

This revised description ensures the position is aligned with the City's vision for inclusive, accessible, and high-quality recreational services.

Recommendation

Staff recommends that the City Council approve the updated job description for the Parks & Recreation Director position. Upon approval, staff will proceed with posting and advertising the position to attract qualified candidates.

ATTACHMENTS: Parks & Recreation Director – Job Description



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PARKS AND RECREATION DIRECTOR

Parks and Recreation Director	City of Tiffin Job Code:
City of Tiffin Dept/Division: Parks and Recreation	Adopted: November 5, 2019. Modified October 7, 2025
AFSCME Salary Grade: _____	Manager Level: Managerial
FLSA Status: Non-exempt; Full-time, permanent	Reports to Position: City Administrator
Physical Demand Rating: Light to Moderate	City Overtime Status: Non-exempt
Work Environment: Controlled	Pre-employment Testing: Drug and health screening after contingent offer
Position Testing: Knowledge and skills test. Standard Word, Excel; Job Fit Assessment	Personal Protective Equipment: 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 and Recreation and assures the operational effectiveness of the Department.

Oversees the operations, staffing, programming, and maintenance of the City's recreation center, ensuring it serves as a welcoming, safe, and inclusive space for all residents. Develops and manages indoor recreation programs, membership systems, and community engagement initiatives tied to the facility.

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.

Leads the development and regular/routine updating of the parks system, departmental goals and objectives consistent with the department's budget, evolving community needs and the overall 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 programs 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 recreation capital projects and land acquisitions, project plans and specifications. Participates 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.

Responsibilities with New Recreation Center

Oversees daily operations, staffing, scheduling, and maintenance of the new recreation center.

Develops and manages indoor recreation programs, fitness classes, youth/adult leagues, and wellness initiatives.

Implements and manages the recreation software for scheduling, registration, and facility rentals.

Ensures the facility meets all safety, accessibility, and health standards, including emergency procedures and inspections.

Creates and manages a dedicated budget for the recreation center, including tracking revenue from memberships, rentals, and programs.

Hires, trains, and supervises recreation center staff including front desk, custodial, fitness instructors, and program coordinators.

Conducts community surveys and feedback sessions to guide programming and facility use.

Develops marketing strategies for the new center, including social media, flyers, and partnerships.

Collaborates with schools, nonprofits, and local businesses to expand programming and outreach. Explores sponsorships and partnerships to support programming and facility enhancements.

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, workflow.

Acceptable Experience and Training

High school graduation or equivalent plus 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.