

Parks & Recreation Director

Dept/Div: Parks & Recreation/N/A

FLSA Status: Exempt

General Definition of Work

Performs work planning, directing, and administering the operations, fiscal budgeting, and staff of the Parks and Recreation Department, delivering comprehensive recreation programs; developing and maintaining effective public relations; developing and administering park development, re-development, and maintenance five-year plans, preparing reports, and related work as apparent or assigned.

Work is performed under the supervision of the City Administrator - Clerk/Treasurer.

Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

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

Essential Functions

- Manages the administration of all recreation activities through Recreation Program Supervisors, seasonal part-time, interns and volunteer staff; organizes, directs, implements, coordinates, and evaluates the department programs; maintain accurate attendance records; oversees online and in person registration system; prepares daily and weekly schedule of social media and marketing materials; applies for grants and donations.
- Coordinates and plans Tower Days City Celebration Committee; markets events via social media, flyers, newspaper; chairs Committee; books and signs contracts; develops new programs and events; oversees parade, crafts, and business fair, 5 k run, and city celebration.
- Manages maintenance and park Improvements: orders softball field fencing and parts, ice rink boards; orders playground parts, ballfield dirt, and permits for Public Works; recommends upgrades to park facilities with safety in mind i.e. ice rink boards, trip hazards; develops Park Master Plan Development; processes reservations for park facilities and fields; coordinates community garden rentals.
- Develops and monitors budgets for Recreation Department and Parks and control expenditures.
- Attends City Council meetings and workshops as needed; serves as staff liaison to the Parks & Recreation Commission; attends meetings, prepares agenda, records minutes, and prepare staff reports as needed.
- Oversees coordination of bands and concessions for summer music in the park series.

Knowledge, Skills and Abilities

Thorough knowledge of the practices of park maintenance and related activities and services; thorough knowledge of the equipment and tools needed for an efficient and effective park maintenance program including irrigation, landscaping, athletic facilities, and structures; thorough knowledge of the occupational hazards of the work and necessary safety precaution.

Skills in planning, budgeting, supervision, public relations, and technical writing.

Ability to review and analyze plans and specifications for the construction of park facilities; ability to formulate safe operational policies and procedures; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to read blueprints, maps, and operation and service manuals; ability to maintain records and prepare technical reports; ability to supervise the work of subordinates; ability to deal courteously and effectively with the public; ability to establish and maintain effective working

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relationships with associates, civic and community associations, contractors, consultants, elected officials, public safety officials, vendors, and the general public.

Education and Experience

Bachelor's degree and considerable experience in municipal parks & recreation operations and management with supervisory experience, or equivalent combination of education and experience.

Physical Requirements

Physical Requirements and Activity

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force.

Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking and sitting and occasionally requires climbing or balancing, stooping, kneeling, crouching, or crawling, reaching with hands and arms, tasting, or smelling, pushing, or pulling and lifting.

Sensory Requirements

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

Sensory Utilization

Work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions

Work generally is in an office setting but occasionally requires exposure to outdoor weather conditions.

Work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Must meet and maintain all training and education requirements for position.
Valid Class D driver's license in the State of Minnesota.

Last Revised: 10/23/2024