



# Position Description

<b>Position Title:</b> Parks and Recreation Director	<b>Department:</b> Parks and Recreation
<b>Reports to:</b> City Administrator	<b>Supervises:</b> Parks, Recreation, and Forestry Superintendent, Recreation and Aquatics Superintendent and other Parks and Recreation employees as assigned.
<b>FLSA Status:</b> Exempt (Executive Exemption)	<b>Dates Revised:</b> 11/2018
<b>Grade:</b> 23	<b>On Call/Response Time:</b> Yes

## Job Summary

Under the direct supervision of the city administrator the Parks and Recreation Director will plan, promote, organize, and administer the public parks, campground, cemetery, recreation services, safety program and events department for the City of Spearfish. Parks and Recreation Director will be responsible for financial management and performance of the department, short range and long term planning, and public relations.

## Essential Functions

The Spearfish Parks and Recreation Director:

1. Directs, manages, coordinates, and evaluates the operations of the Parks and Recreation Department to include the Spearfish Recreation and Aquatics Center, park and trail systems, cemetery, campground and urban forestry.
2. Oversees maintenance of park and recreation facilities, grounds, trails, campground, cemetery, and equipment.
3. Develops and implements policy and procedure guidelines for the department.
4. Prepares, controls, and reviews department budgets to include operational and capital for the department.
5. Develops, manages and oversees the capital improvement plan for the department.
6. Develops, directs, and manages comprehensive plan for parks and recreation divisions.
7. Responsible for negotiating and administering leases and contracts with other governmental and quasi-governmental agencies, private business and individuals.
8. Works cooperatively with other community related agencies to include Black Hills State University, Spearfish School District, Senior Center, Food Pantry, Arts Festival and community athletic associations to assess current needs, plan for facilities and evaluate future needs.
9. Promotes public relations by resolving citizen concerns and speaking at meetings of various public groups.
10. Supervisory responsibilities include interviewing, hiring, and training/development of all staff within the parks and recreation division. Appraising performance to include rewarding and disciplining employees. Addressing complaints and resolving problems. Planning, assigning and directing work.
11. Serves as the safety coordinator for the City and develops policies and programs to improve work-place safety and to establish a positive and effective safety culture.
12. Directs the preparation of agenda items for the City Council and various committees and boards involved in the parks and recreation activities, presents agenda items as needed. Serves as the principal representative for the City on the Parks, Recreation and Forestry Advisory Board.

## **Organizational Responsibilities**

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

## **Knowledge, Skills and Abilities to Start**

- 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, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Minimum Qualifications**

- Bachelor's Degree from a four-year college or university in Business, Public Administration, Parks and Recreation Management or related field. Five years progressively responsible management experience or any such combination of education/experience as may be acceptable to the hiring authority.
- Ability to establish effective working relationships.
- Knowledge of risk management, work place safety and safe working practices.
- Skills to effectively supervise and direct individuals tactfully.
- Ability to reason logically and to make sound decisions.
- Skills in use of computers and associated software in order to perform the essential functions.
- Excellent oral and written communication skills
- Possess and maintain a valid Driver's License and an insurable driving record necessary to operate assigned vehicle(s).

## **Working Conditions**

- **On Call/Response Time:** Residency required within a distance from the City of Spearfish adequate to meet a thirty (30) minute response time.
- **Hours:** Generally 40 hours per week; more as situations demand. The Parks and Recreation Director should be especially reliable, flexible, and available to work during non-traditional hours, in order to attend assigned meetings, City events and conferences.

## **Disclaimer**

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of Spearfish employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Spearfish is to be considered "at-will".

## **Employee Acknowledgement**

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements and work conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand I may be required

to work more than 40 hours in a defined work week, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_