



**DIRECTOR OF PARKS AND RECREATION
JOB DESCRIPTION**

JOB TITLE: Director of Parks and Recreation	CLASSIFICATION: Official/Administrator	IMMEDIATE SUPERVISOR: Village Manager
PAY GRADE 150	DEPT: 7210 Recreation	STATUS: <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Responsible for the daily operation and administration of the parks and recreation services at Village facilities including community parks, cultural, sporting and recreation centers.

SUPERVISION EXERCISED: Assistant Parks & Recreation Director, Parks Superintendent, Administrative Assistant II or III, contractors and sport providers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, directs, supervises programs and projects in all divisions: Parks, Recreation, and Cultural Center.
- Prepares and submits departmental budgets, staffing changes, additions or deletions, revenue reports, and P&R policy changes to the Village Manager.
- Prepares Strategic Plan initiatives based on priorities established in the Village capital improvement program and presents current projects, costs, and possible future ideas in strategic meetings.
- Initiates and coordinates approved strategic plan capital improvement program and park development projects, and creates, when necessary, council agenda items for council approval. Ensures special event permits are created and approved prior to the events within the proper timeline.
- Works with legal staff to ensure contracts, bids, awards, lease agreements, liquor sale and consumption regulations are properly and adequately addressing all Federal and State requirements, as well as proper liability insurance limits, and are updated as needed.
- Ensures proper cash handling is being followed in all divisions and collected funds are placed in a secure location until deposited.
- Solicits donations for major park events as well as researches and applies for applicable grants for funding of Parks and Recreation improvements, additions, and/or events.
- Follows proper procurement procedures while preparing bid packages for Park and Recreation CIP and has complete oversight of projects as the primary project manager. Coordinates with vendors for purchase and installation of new park equipment, and or repair of current equipment. Ensures purchase orders are being accurately entered and approved for payment in a timely manner.
- Ensures new asset purchases or changes to park equipment, lighting, etc, are communicated to GIS and Human Resources for addition to insurance and mapping. Promotes and uses GIS mapping systems, especially in the Parks Division.

- Evaluates Village offered programs and activities and adds or deletes programs based upon revenue, community feedback and current trends.
- Ensures staff is creating, maintaining and following standard operating procedures and equipment maintenance schedules in accordance with program, activity and equipment requirements. Does random checks of park equipment.
- Has direct oversight to ensure proper training, safety, and Village policies are being followed and enforced in all divisions.
- Investigates and addresses employee/employment issues in coordination with Human Resources. Approves disciplinary actions prior to any delivery to an employee.
- Conducts and reviews department performance evaluations and consults with Human Resources for Performance Improvement Plans when needed. Reviews applications, conducts interviews, and makes final hiring decisions with Village Manager approval.
- Ensures a department safety program is in place, and routine safety measures are being performed. Alerts Risk Management of any safety issues, claims, training requests, and assists or assigns staff to assist in investigations as needed.
- Reviews and corrects biweekly payroll, and ensures division managers are reviewing payroll for discrepancies. Approves time off requests in a timely manner prior to the close of the pay week.
- Responds to and resolves complaints with citizens, public officials, agencies, organizations, and schools. Keeps relationships with all sports providers and ensures supervisors and staff are providing acceptable service and facilities.
- Coordinates activities with other departments; acts as a liaison with other agencies.
- Provides or has staff provide accurate and timely information to the Public Information Specialist to market and advertise programs and special events on cable, social media and print.
- During emergency events, is the Logistics Section Chief and as such has responsibility to order food for emergency staff, arrange for delivery, and provide material support for the event. Must be available to report to work and may be required to report to the EOC for overnight stay.
- Coordinates post disaster recovery of Parks and Recreation in coordination with other departments and Palm Beach County. Assists with post disaster determination of safety and usage of facilities and fields which are under contract with other entities.

OTHER DUTIES:

- Attends meetings and conferences, including Council meetings and advisory board meetings.
- Works with contractors on various projects.
- Responds to emergency calls and assigns personnel as needed.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in parks and recreation administration, public administration, or related field;

- Prefer five (5) years progressively responsible experience in field;
- Any related combination of training and experience.
- FEMA/NIMS ICS required training for Logistics Section Chief.

Knowledge, Skills and Abilities:

- Thorough knowledge of the principles, practices and techniques of parks and recreation administration and programming, including facilities management.
- Understanding of GIS Mapping systems and implementation and usage of the system.
- Considerable knowledge of community organizations and resources.
- Demonstrated ability to direct and supervise activities and personnel.
- Ability to plan, schedule and complete multiple projects and objectives; ability to establish long and short term programs.
- Ability to solve problems, exercise judgment and initiative.
- Ability to effectively communicate orally and in writing. Feel comfortable publically speaking and making announcements at public events.
- Ability to establish and maintain effective working relationships with other employees, agencies, public officials, various populations, and the general public.
- Ability to respond to common inquiries and complaints from citizens, businesses, and civic groups; ability to maintain positive public relations.
- Ability to prepare and manage cost and material estimates and budgets.
- Considerable knowledge of athletic fields, general park maintenance, and equipment.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two moving violations within the last 12 month period; No more than six violation points on your license within the last 24 months.
- Certified Parks and Recreation Professional (CPRP) or Certified Leisure Professional

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, be able to rotate neck, and reach overhead with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl in performing light manual labor and drive a vehicle to parks, building, to meet with contractors or other meetings.

The employee must be able to exert up to 5 pounds of force occasionally to lift, carry, push, pull or otherwise move objects, and must be able to occasionally lift and/or carry up

to 40 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires motor coordination and manual dexterity as well as the ability to inspect items for proper size/shape and to differentiate between shades of color.

TOOLS & EQUIPMENT USED:

Computer, calculator, telephone, scanner, laserfiche, and commonly used equipment at parks and recreation facilities. Working knowledge of common computer software programs such as MS Office Suite, RecTrac and Naviline.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and may be exposed to wet and/or humid conditions, toxic or caustic chemicals, odors or fumes, dust, pollen, rain, uneven grounds such as active work sites or grassy areas such as sporting fields and recreational facilities, traffic hazards, bright/dim light and temperature extremes. The noise level in the work environment is generally quite while in the office, and moderately noisy to loud when in the field.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview, reference check, DMV check, criminal background check and possible Level II; job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

HISTORY:

Created: October 1997

Revised: 07-26-07, 10-21-08, 12-31-09,
10-03-18, 09-25-19, 08-17-23