



CITY OF HIAWATHA, IOWA

Parks & Recreation Director

DATE: Adopted 08/07, Revised 02/24

CLASSIFICATION:

Exempt

DEPARTMENT:

Parks and Recreation

JOB DESCRIPTION:

Summary/Objective

The Parks and Recreation Director is responsible for the administration, coordination, and maintenance of all public parks, playgrounds, and related recreational facilities; the Community Center. It is the responsibility of the Director: promote parks and recreational facilities within the community; supervise the department’s personnel; implement policies established by the park commission, and ensure the efficient and effective operation of the parks and recreation department.

DISTINGUISHING CHARACTERISTICS:

The Park and Recreation Director reports to the City Manager and is responsible to the Park and Recreation Commission.

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to establish and maintain effective work and employee relationships within the department, other departments of the City, other jurisdictions and agencies and the general public.
- Leads and directs the Parks and Recreation staff through selection, orientation, training, performance management and discipline according to standard operating procedures, City policy and department expectations.
- Plans, directs, coordinates, and maintains departmental operations regarding the city’s parks, playgrounds, splash pads, and community center in accordance with the policies established by the Parks and Recreation Commission.
- Supervises the planning, design, construction and maintenance of parks, trails and recreational facilities.
- Ability to promote the programs, special events and projects of the Hiawatha Parks and Recreation Department, work with the media, make presentations to the Commission and various civic organizations.
- Ability to develop, coordinate, and direct varied activities involved in a community recreation program.
- Plans, directs, coordinates and controls the departments’ park maintenance program.
- Advises the Parks and Recreation Commission; attends meetings as required; makes recommendations on the park/open space/facility/recreation programming; develops with the commission operating and capital budgets.
- Serves as liaison between the City Council and the Parks and Recreation Commission.
- Oversees the financial aspects of the Parks and Recreation Department operations: accounting for department revenues, approving expenditures, keeping accurate inventory and preparing the annual capital improvement plan and budget request.

- Develops a work schedule that ensures for all activities the minimum number to supervise safely and meet legal requirements for various activities;
- Performs other duties as assigned.

QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):

- Knowledge of the principles and practices of recreation and leisure time activities including planning, development and implementation of programs utilizing existing and planned facilities, equipment and staffing as authorized by the City Park and Recreation Commission and/or City Council.
- Ability to plan, organize, carry out and provide supervision for a broad range of programs serving all populations of the community.
- Knowledge of good business operation, accounting, budgeting and procedures to control and carry out the programs that have been developed.
- Considerable knowledge of recreation philosophy, planning, and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program.
- Knowledge of relevant local, state and federal and grant programs regulations regarding recreation programs.
- Knowledge of safety precautions associated with recreational activities.
- Knowledge of Microsoft Office preferred.

SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):

- Ability to establish and maintain effective work and employee relationships within the department, other departments of the City, other jurisdictions and agencies and the general public.
- Ability to promote the programs and projects of the Hiawatha Parks and Recreation Department, work with the media, make presentations to the Commission.
- Ability to develop, coordinate, and direct varied activities involved in a community recreation program.
- Advises the Park and Recreations Commission; attends meeting as required; makes recommendations on park/open space/facility/recreations programming; develops with the commission operating and capital budgets.
- Coordinate with the Public Works Department on routine park maintenance and large project needs; the library for joint programming; the Police and Fire Departments on an as need basis to ensure safety, cooperation and public relations.
- Develops a work schedule that ensures for all activities the minimum number to supervise safely and meet legal requirements for various activities; includes in that schedule the assignments for this position.

TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):

A 4-year (Bachelors) Degree in Parks and Recreation Management, Leisure Services or Public Administration is preferred. Acceptable combination of education and experience will be considered. Must have ability to obtain Certified Park and Recreation Professional (CPRP).

LICENSING REQUIREMENTS (POSITION REQUIREMENTS AT ENTRY):

Valid Iowa Driver's License.

ESSENTIAL PHYSICAL ABILITIES:

Job assignments are both indoors and outdoors. Outdoor activities can include exposure to heat, cold, humidity, snow, wind, rain, and other outside elements. Assignment may also include the delivery of equipment that can include moving, lifting, or shifting of equipment on various levels, i.e., lifting up to 50 pounds.

SUPERVISORY RESPONSIBILITY:

This position manages all employees of the Parks and Recreation Department; position is responsible for performance management and facilitation of hiring of employees within those departments.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours of work are Monday through Friday 7:30 a.m. to 4:00 p.m. Occasional evening and weekend work may be required as job duties demand.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____