

Parks and Recreation Director

Parks and Recreation • Ivins, Utah

GENERAL PURPOSE:

Performs a variety of complex professional, administrative, and supervisory duties related to planning, organizing, coordinating, controlling, and directing all phases of city-wide parks and recreation operations, including youth recreation programs, parks operations, parks and cemetery turf management, trail maintenance, streetscape maintenance, beautification, facilities maintenance, construction, cemetery management, and repair.

SUPERVISION RECEIVED:

Works under the direct supervision of the City Manager.

SUPERVISION EXERCISED:

Provides direct supervision to Parks Supervisor/Superintendent, Recreation Coordinator, Recreation employees/volunteers and community/special event groups; provides general supervision to Parks Maintenance Workers I, II & III, temporary, seasonal and/or part-time laborers.

***ESSENTIAL FUNCTIONS:* (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

General:

- 1. Plan, coordinate, supervise and evaluate all Parks and Recreation Department operations including department policies and procedures, goals, and objectives to implement directives from the City Manager.**
- 2. Perform all duties related to Parks, Recreation and Cemetery.**
- 3. Prepare and administer all aspects of the department budget including new programs and projects, personnel, equipment repair and replacement, and maintenance.**
- 4. Seek various revenue opportunities through State and Federal assistance grants and special project funds and administers the grant funds in compliance with funding guidelines.**
- 5. Initiate personnel actions such as recruitment, selection, promotion, transfer, and discipline in order to maintain an effective work force.**
- 6. Attend public and other meetings with elected and/or appointed officials, other City departments, other cities, community and business groups to effectively communicate and implement policies of the Parks and Recreation Department.**

7. **Attend conferences and meetings to keep abreast of current trends in Parks and Recreation; establishes volunteer programs and recruits volunteers.**
8. **Performs other duties as needed or assigned.**

Recreation:

1. **Perform general management and supervision functions as needed to develop and manage the delivery of recreation programs such as youth sports programs and community events, such as Easter in the Park, Movies in the Park, Heritage Days, Wreaths Across America, etc.**
2. **Attend public meetings and represent parks and recreation issues as needed.**
3. **Control use of all related city equipment and facilities.**

Parks and Landscaping:

1. **Direct general park maintenance and related equipment.**
2. **Direct all new park construction and existing park expansion and improvements.**
3. **Direct general landscape maintenance and improvements for the all City parks, cemetery, City Hall, Police Station and Fire Station.**
4. **Direct the installation of, and maintenance of, water sprinkler systems for all City landscaped areas, with emphasis on water conservation in all areas of water use.**

Trails:

1. **Direct general trail maintenance.**
2. **Direct all new trail construction and trail expansions.**

Streetscapes:

1. **Direct general maintenance of publicly maintained streetscape areas.**
2. **Direct all new streetscape construction and reviews and approve developer installed streetscapes.**

Cemetery:

1. **Perform general management and supervision functions as needed to develop and manage the delivery of cemetery services for the community, such as records management, sale of plots, arrange for burials, monument installation, etc.**

Public Relations:

1. **Perform ongoing public relations to enhance the image of the Ivins City Parks and Recreation Department within the community.**
2. **Represent the department and Ivins City by speaking at public meetings and schools to educate and inform citizens.**
3. **Present a professional image in both appearance and demeanor.**

QUALIFICATIONS:

Special Qualifications:

1. **Must be at least 21 years of age and a U.S. Citizen.**
2. **Must have a valid Utah Driver's License.**
1. **Must be willing to live within a 30-minute response time of City Hall.**

Education and Experience:

1. **Must have a Bachelors' degree from an accredited college or university in Physical Education, Recreation Management, or other related field.**
2. **Five (5) years of progressively responsible experience in the field of Parks and Recreation.**

Knowledge:

1. **Mechanical – Knowledge of machines and tools, including their designs, uses, repair, and maintenance.**
2. **Grants – Knowledge of how to write and administer grants.**
3. **Psychology – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation.**
4. **Computers/Office Machines – Knowledge of proper use of computers, projectors, and other office machines.**
5. **Computer Software – Knowledge of, and proficiency in using, Microsoft Word; knowledge of, and proficiency in using, Microsoft PowerPoint and Microsoft Excel also helpful.**
6. **Math – Knowledge of basic math, particularly regarding payroll and benefit calculations.**
7. **Economics and Accounting – Knowledge of basic economic and accounting principles and practices; analysis of financial data.**

Skills:

1. **Equipment Maintenance – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.**
2. **Equipment Operation – Skilled in using parks maintenance equipment such as backhoe, loader, dump truck, mower, tractor, power overseeder, aerator, thatcher, welder, trimmer, common power and hand tools, etc.**
3. **Reading Comprehension – Understanding written sentences and paragraphs in work related documents.**
4. **Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.**
5. **Time Management – Managing one's own time and the time of others efficiently.**
6. **Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.**
7. **Writing – Communicating effectively in writing as appropriate for the needs of the audience.**

8. **Speaking** – Talking to others to convey information effectively.
9. **Instructing** – Teaching others how to do something; helping others to understand something.
10. **Negotiation** – Bring others together in an attempt to reconcile differences.
11. **Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
12. **Judgment & Decision Making** – Considering the advantages and disadvantages of potential actions to choose the most appropriate one.
13. **Social Perceptiveness** – Being aware of others’ reactions and understanding why they react as they do.
14. **Equipment Selection** – Determining the appropriate tools and equipment needed to do a job.

Abilities:

1. **General** – Talking, hearing and seeing are essential to the performance of the job; common eye, hand, finger dexterity are also required.
2. **Control Precision** – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
3. **Manual Dexterity** – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
4. **Oral Comprehension** – The ability to listen to and understand information and ideas presented through spoken words and sentences.
5. **Oral Expression** – The ability to communicate information and ideas in speaking so others will understand.
6. **Written Expression** – The ability to communicate information and ideas in writing so others will understand.
7. **Written Comprehension** – The ability to read and understand information and ideas presented in writing.
8. **Problem Sensitivity** – The ability to recognize when something is wrong or is likely to go wrong.
9. **Deductive Reasoning** – The ability to apply general rules to specific problems to produce answers that make sense.
10. **Plan Interpretation** – The ability to read and interpret city ordinances, safety manuals, plans, drawings, specifications, and standards.
11. **Visualization** – The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
12. **Depth Perception** – The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
13. **Near Vision** – The ability to see details at close range (within a few feet of the observer).
14. **Far Vision** – The ability to see details at a distance.

WORKING CONDITIONS:

- 1. Some office environment with light physical effort which may include sitting or standing for extended periods while operating assigned equipment.**
- 2. Some moderate physical activity that may require walking, standing, digging, stooping, bending sitting, and/or reaching; lifting, pushing and/or pulling of moderate weights up to 100 pounds.**
- 3. Required to work outdoors in desert climate.**
- 4. Moderate exposure to stress as a result of human behavior.**

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.