



CITY OF PEA RIDGE JOB DESCRIPTION FOR DIRECTOR PARKS AND RECREATION

Job Title: Director, Parks and Recreation **Revision Date:** January 23, 2024

Department: Parks & Recreation **Reports To:** Mayor

FLSA Status: Non-Exempt

Supervisory Responsibilities: All assigned full-time, part-time, and seasonal workers.

Safety Sensitive Position: Yes

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

1. **Job Summary:** Under the indirect supervision of the Mayor, manage, direct, supervise and coordinate various recreation programs and special events for the city including the maintenance of parks and related facilities as listed below; plan, direct, and supervise all full-time, part-time, and seasonal workers. Coordinate assigned activities with other city departments, outside organizations, and the general public; provide highly responsible and complex administrative support.
2. **Disclaimer:** The incumbent is appointed by the Mayor and serves at his/her pleasure.

3. Essential Duties and Responsibilities:

- a. Assume management responsibilities for all services and activities of the Parks and Recreation Department.
- b. Assume management responsibility for the maintenance of all parks and related facilities.
- c. Participate in the negotiation, development, planning, design and implementation of related City Capital Improvement Projects as well as capital improvements to existing facilities.
- d. Continuously monitor and evaluate the efficiency and effectiveness of Department methods, procedures, and programs; assess and monitor workload; identify and implement opportunities for improvement; review with Mayor where appropriate.
- e. Supervise operations of all City recreational facilities and trails.
- f. Provide administrative assistance to the Mayor and City Council.
- g. Prepare a variety of complex analytical and statistical reports and presentations.
- h. Coordinate Departmental activities with other City departments.
- i. Respond to and resolve sensitive and difficult public inquiries and complaints.
- j. Supervise, promote, implement, and evaluate various recreational programs and community events.
- k. Coordinate with the Finance Department to develop and manage the City's Park and Recreation budget, including preparing cost estimates and justifications for budget recommendations, researching and recommending Capital Improvement Projects, and monitoring and controlling expenditures.
- l. Develop and implement Department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; make revision recommendations as needed.
- m. Work closely with the school district regarding joint-use and capital improvements of facilities.
- n. Maintain close contact with school officials and community groups regarding program offerings and coordination of services.
- o. Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity, including flyers, brochures, news releases, etc. on the web and social media.
- p. Prepare and maintain records and evaluation reports on new and on-going program offerings.

- q. Recruit, select, train, motivate, schedule, supervise, and evaluate full-time, part-time, and volunteer staff; provide staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- r. Perform related duties as assigned.

4. Minimum Qualifications:

- a. High school diploma or GED equivalent.
- b. Certified CPR and First Aid or be able to be certified within 90 of start date.
- c. Have and maintain a current valid driver's license before and during employment.

5. Additional Knowledge, Skills, or Abilities Needed:

- a. Knowledge of the principals of park planning and design.
- b. Knowledge of the principals of the methods used to develop and maintain a wide variety of recreational, social and leisure activities for kids and adults.
- c. Knowledge of current laws affecting municipal sports programs.
- d. Knowledge of the principles of human resource management, supervision, training, and performance evaluation.
- e. Knowledge of recreational, social, and cultural needs of the community.
- f. Knowledge of the principles of facility supervision, facilitation, and maintenance
- g. Good computer skills
- h. Skilled in multi-tasking.
- i. Ability to manage, direct and coordinate the work of Professional, Clerical, and part-time staff.
- j. Ability to select, supervise, train, and evaluate staff.
- k. Knowledge of trails and cycling.
- l. Ability to provide administrative support and professional leadership and direction of the Parks and Recreation Department.
- m. Ability to perform responsible and difficult work involving the use of independent judgement and personal initiative.
- n. Ability to analyze problems; identify feasible solutions; project consequences of proposed actions and implement recommendations in support of goals.
- o. Ability to establish and maintain effective working relationships with staff, volunteers, City Council, community organizations, individual citizens, governmental agencies, contractors, and vendors.
- p. Ability to plan, develop, direct, and evaluate comprehensive recreation programs and services for the Community.

- q. Ability to assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for development and implementation of new program areas.
- r. Ability to maintain administrative systems for facility and program scheduling, calendaring, and other functions.
- s. Ability to develop, analyze, interpret, and explain Department policies and procedures.
- t. Ability to participate in long-range and strategic planning.
- u. Ability to work effectively under pressure and meet deadlines with consistent interruptions.
- v. Ability to communicate clearly, concisely, and effectively, both orally and in writing. Ability to operate common yard equipment to include but not limited to, (Weed eater, Leaf Blower, Push Mower, Riding Mower, etc.)

6. **Physical Requirements:** The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements	Yes	No
Work involves lifting, pushing, pulling, loading, or carrying up to 15 pounds	X	
Work involves lifting, pushing, pulling, loading, or carrying up to 50 pounds	X	
Work involves earth moving equipment or commercial motor vehicles	X	
Work involves the operation of motorized equipment	X	
Work involves bending, twisting, or reaching out in different positions	X	
Work involves climbing up or atop structures		X
Work involves being outside or exposed to extreme high or low temperatures over a long period of time	X	
Work involves running or jumping		X
Work involves distance vision (20 feet or more)	X	
Work involves being able to detect colors		X
Work involves able to distinctly hear or detect sounds and understand conversation through voice	X	
Work involves typing on a computer for an extended period of time	X	
Work involves staring at a computer screen for an extended period of time	X	
Work involves long period of sitting or standing without break	X	

Employee Name (Print/Sign/Date)

Supervisor Name (Print/Sign/Date)

Human Resources (Print/Sign/Date)