

City of Medical Lake



Job Description

Job Title: Parks and Recreation Director

Department: Parks and Recreation

Reports To: City Administrator

Effective Date: 1/17/2023

Salary Range: \$4,916 - \$6,700 per month

The Parks and Recreation Director is appointed by the Mayor and reports to the City Administrator. Work is performed under general guidance and direction and according to City policies, procedures, and various State and federal regulations.

Major Function and Purpose

The Parks and Recreation Director offers strong visionary and recreation experience to provide planning, oversight, leadership, and day-to-day management of the City's parks and recreation programs. As a member of the leadership team, the Parks and Recreation Director supports the City's mission and strategic objectives through the planning, development, promotion, and delivery of comprehensive community recreation, youth and adult sports, community events, and outreach.

A. Essential Functions:

1. Create and manage the vision, mission, goals, and strategic priorities for the Parks and Recreation Department to align with and support the mission, vision, strategic plan, and needs of the City.
2. Plan and direct the development, marketing, implementation, and evaluation of a comprehensive community recreation program that meets city goals, including but not limited to sports, fitness, arts, adaptive and specialized recreation, senior programs, youth programs, adult programs, and community events.
3. Work with advisory boards, elected officials, and other local and regional agencies to plan, create, and implement short-and long-range strategic program plans to maximize the effectiveness of program delivery in response to community need, established cost recovery, level of service standards, and other relevant factors.

4. Coach, mentor, manage, and train direct report staff and volunteers. Develop work schedules, maintain employee timesheets, and perform personnel evaluations as necessary.
5. Work with the Public Works Director to oversee implementation of the Parks and Recreation work plan, assigned work, activities, and projects related to the acquisition, development, and maintenance of City parks and recreational facilities and programs.
6. Meets frequently with the City Administrator to receive general direction and objectives of the Department and to report on operational needs and results. Provides input to City Administrator on long-range goals, objectives, and budgeting for the Department.
7. Recommend, develop, and maintain Parks and Recreation Department policies and procedures. Ensure programs comply with applicable regulations and requirements.
8. Direct community outreach efforts to ensure Parks and Recreation information is effectively, proactively, and consistently communicated with the public.
9. Work with Department staff, partner with local and regional agencies and organizations, and provide staff support to advisory boards to proactively identify opportunities to improve systems, processes, and services.
10. Develop and implement an annual operating budget. Oversee the creation and tracking of revenue goals and budgeted expenses for each program.
11. Perform other duties as required.

The job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be lawfully required by their supervisor.

B. Supervisory Responsibility

This is the head supervisory position of the department, operating under the direction of the City Administrator. The Parks and Recreation Director manages the Recreation Coordinator, Seasonal Employees, and volunteers. Supervisory responsibilities include providing daily work direction, approval of absences and overtime, an overview of timesheets, and making recommendations regarding hiring, terminations, pay changes, or job changes.

C. Reporting Relationships

Reports to the City Administrator.

D. Knowledge, Skills, or Abilities Desired

While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

1. Knowledge of youth, teen, adult, recreational sports, adaptive and specialized recreation programs, and large-scale special event planning and delivery.
2. Knowledge of and effective interpretation and application of federal, state, and local policies, laws, and regulations.
3. Skilled in conflict resolution and providing excellent customer service to a broad range of participants and constituents.
4. Strong problem solving, organizational, and goal setting experience with the ability to set priorities and realistic time parameters.
5. Possess excellent written, listening, and verbal communication skills.
6. Ability to complete multiple tasks simultaneously and accommodate shifts in priorities.
7. Proficient computer skills with knowledge of spreadsheet and word processing; skills using data-based systems to maintain records and generate reports.
8. Website and social media marketing acumen and skills using graphic design applications to produce activity guides.
9. Ability to develop and maintain effective organizational structure, financial control, and management information systems for the Parks and Recreation function.
10. Supervisory, training, and mentoring skills.

E. Special Requirements

A valid state driver's license is required. First Aid and CPR certification is desirable.

F. Working 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. Appropriate safety equipment, clothing, and training in its use are provided by the employer.

While performing the duties of this job, the employee primarily works in an office setting subject to frequent interruptions and occasionally works in outside weather conditions being exposed to wet and/or humid conditions and/or caustic chemicals. May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions is required.

G. Contacts and Relationships

The Parks and Recreation Director will have daily contact with employees of the City and with the citizens of the community. In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, or jurisdiction.

H. Physical Requirements

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 regularly required to use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is required to walk, sit, climb or balance, stoop, kneel, stand, and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

I. Experience and Training

A bachelor's degree from an accredited college or university in recreation, park resources, business administration, public administration, education, or a related field.

Five years or more of municipal Parks and Recreation services experience or demonstrated equivalent.

Grant writing experience preferred.

Any combination of experience and training that provides the desired skills, knowledge, and abilities will be considered.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

J. Selection Guidelines

Formal application, rating of education and experience, oral interview and reference check, and job-related tests may be required.

The duties 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.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change. This job description should not be construed to imply that these requirements are the exclusive standards of the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. Incumbents will follow any other instructions, and perform any other related duties, as may be lawfully required by their supervisor.

Signature

Date