

PARKS/RECREATION MANAGER
Job Description

General Statement of Duties: Under the general supervision of the City Administrator, Parks/Recreation Manager plans, organizes, prioritizes, markets and coordinates the activities of the Parks and Recreation Department. Parks/Recreation Manager serves as the City spokesperson for all issues involving Parks and Recreation and assures the operational effectiveness of the department.

Description of Work: Parks/Recreation Manager performs a wide variety of administrative and semi-skilled tasks, requiring accuracy, proficiency, confidentiality and limited independent judgment. Parks/Recreation Manager is responsible for the planning, organizing, prioritizing and coordinating the activities of the Parks and Recreation Department. Parks/Recreation Manager develops and implements public information programs explaining the recreational program and Parks system and developmental goals; works with the City Council, Parks and Recreation advisory commission, school districts, and civic groups; resolves citizen complaints.

Specific Duties and Responsibilities:

- Develops and implements policies, procedures, goals, and objectives for the department; assures Parks operations and public recreational programs are carried out according to Federal, State, and local laws, rules, and regulations.
- Directs the formulation and routine updating of parks system departmental goals and objectives consistent with changing community needs and the goals of the City.
- Develops, coordinates and participates in a variety of recreation and Parks activities to meet the needs and desires of the citizens of the community as staff and budget permits.
- Develops, in cooperation with the Parks and Recreation Advisory Committee, long and short range planning and needs assessment for the improvement of the Parks system and public recreational programs; evaluates program needs and accomplishments.
- Prepare agenda's, reports and provide staff support to the Parks and Recreation advisory commission.
- Prepares and presents to the City Administrator the annual department budget; help determine resource needs and financing requests; coordinates departmental purchasing and controls the expenditure of funds.
- Seeks and applies for Federal, State, and local grants as approved by the City Administrator or City Council.

- Oversees, assists, and maintains systematic, complete, and accurate departmental records and prepares reports as needed for various functions.
- Directs, assigns, plans, and reviews work of department staff; responds to and resolves personnel complaints and problems; maintains a productive work environment, recommends the appointment, promotion, and dismissal of personnel.
- Develops and implements public information programs explaining the recreational program and Parkss system and developmental goals; works with Parks and Recreation advisory commission, school districts, and civic groups; resolves citizen complaints.
- Participates in the development of capital and land acquisitions and project plans and specifications; coordinates planning, design, and construction of Parks and recreational facilities; coordinates with other departments, outside agencies, engineers, and architects.
- Develops, directs and participates in the general management and operations of the Aquatic Center.
- Promotes safety throughout the entire department and assures all programs and the facilities are operated in as safe a manner as possible.
- Develop, direct and participate in the training, motivation and effectively direct all coaches, referees and volunteers.
- Any other duties or assume other responsibilities as assigned by the City Administrator.

Knowledge, Skills, & Abilities: Knowledge of the principles and practices of modern management in municipal government, budget preparation and personnel administration. Ability to develop departmental budget and to control expenditures. Ability to make studies of recreation administration and services, to prepare concise reports, to evaluate effectiveness of programs and activities, and to recommend and present needed improvements. Ability to select and train employees. Ability to effectively plan, organize, direct and supervise employees toward desired results. Ability to effectively express ideas verbally and in writing; to prepare written reports which are informative, accurate, and comprehensive. Ability to establish and maintain positive working relationships with the Mayor, City Council, City Administrator, Parks and Recreation advisory commission, civic organizations, City employees, public, and the press. Ability to deal with the Mayor, City Council, City Administrator, other employees and the public tactfully and courteously. Ability to use computers, motor vehicles, first aid and safety equipment, recreational programming equipment, fitness center equipment, Parks system maintenance equipment, and pool equipment.

Working Conditions: Inside office work performed under controlled conditions, but with occasional humidity, poor ventilation and noise. Outside work involving standing and walking. Occasional climbing, stooping, reaching, and handling activities. Requires ability to converse, using verbal and listening skills, with citizen customers, vendors, staff and City Council. Requires clarity of vision 20' or more and 20" or less, as well as eye/hand coordination, manual/finger

dexterity and motor coordination. Requires clerical, forms, numerical, and verbal perception. Minimal physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 50 pounds.

Education, Experience, and Training: Graduation from a recognized college with an associate's degree in parks & recreation or related field with a minimum of three years of administrative and supervisory experience, budget experience, computer literacy and strong oral and written communication skills. Possession or ability to obtain within first three months of employment CPR and First Aid Training, and Certified Pool Operator. Parks/Recreation Manager must have a valid motor vehicle operator's license issued by the State of Iowa.

Hours, Location and Compensation: Position is full-time. The City Administrator sets working hours. Work will be performed at the Parks/Recreation. Compensation will be based on education and work experience.

The City of Dyersville is an AA/EOE employer.