

RESOLUTION 2023-99

A RESOLUTION APPROVING THE REVISED JOB DESCRIPTION FOR THE POSITION OF PARKS & RECREATION DIRECTOR.

WHEREAS, the Parks & Recreation Director will serve as the primary employee of City's Parks & Recreation department; and

WHEREAS, the Parks & Recreation Director will be responsible for the department's annual budget, recruiting and hiring of seasonal employees, program development of children and adult recreation, ordering supplies, maintaining an accurate inventory of all equipment, departmental supplies and other duties as described in the complete job description; and

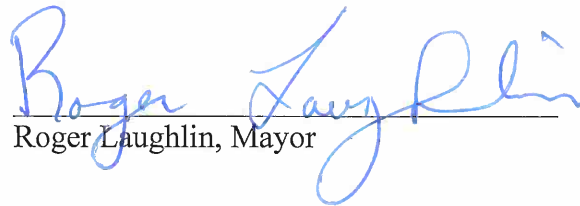
WHEREAS, the Parks & Recreation Director will report directly to the City Administrator and will maintain a professional working relationship with the other department directors and city employees; and

WHEREAS, the intent of the attached job description (Exhibit A) will establish expectations for the City as a prospective employer and for any candidate interested in seeking employment with the City of West Branch.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned revised job description for the position of Parks & Recreation Director is hereby accepted and approved. Further the City Administrator is directed to execute all necessary actions to proceed in posting the position.

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Passed and approved this 18th day of September, 2023.



Roger Laughlin, Mayor

ATTEST:



Leslie Brick, City Clerk

Parks & Rec Director

DATE: 9/15/2023

CLASSIFICATION: Full Time, Salary Exempt

DEPARTMENT: Parks and Recreation

IMMEDIATE SUPERVISOR: City Administrator

JOB SUMMARY:

The Park & Recreation Director will plan, coordinate, administer, supervise and evaluate recreation programs and facilities including but not limited to adult/youth programs, sports, wellness, seniors and special events under limited supervision.

JOB SCOPE

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

A. Programming

- Plan, coordinate, organize, administer and evaluate recreation programs and events for the community.
- Schedule activities and monitor use of specific recreation facilities.
- Assist in determining community recreation programming needs and interests.

B. Administration & Management

- Provide supporting documentation regarding programs and finances to the City Administrator.
- Primary Admin User of Rec Desk software. Ensures that all programs are programmed in the system with correct pricing. Responsible for revenue tracking of each program to ensure that they are self-sustaining.
- Follow policies and procedures outlined in city ordinances and department policies.
- Recruit, interview, supervise and schedule seasonal employees.
- Recommend the hire, promotion, and/or termination of Park & Recreation personnel.
- Perform work on weekends and nights when appropriate, maintains communication accessibility via a City issued cell phone outside normal work hours, and assists City in times of emergency.

C. Finances

- Prepare and presents the annual department budget, determines resource needs and financing requests. Supervises departmental purchasing and controls the expenditure of funds.

D. Public Relations

- Ongoing professional involvement in recreation and City committees and organizations.
- Liaison with school administration for the use of school facilities.

E. Field & Facility Maintenance

- Oversees the management and the operations of the Cubby Park Ballfield Complex, trains the seasonal concession stand staff, performs daily inspections of the concession stands when in operation, and assists with set-up, tear down, and other facilities needs when necessary.
- Order supplies and maintains inventory of all equipment.
- General knowledge of sports field maintenance and the ability to complete outdoor duties including park maintenance and field prep as needed.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

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

- A. Ability to read, speak, write, hear and understand English effectively to communicate with citizens and volunteers by telephone, in writing and face-to-face.
- B. Ability to establish and maintain harmonious working relationships with volunteers, officials and the public.
- C. Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unlevelled grades and heavily vegetated areas for the purpose of participating in or evaluating programs.
- D. Ability to visually review the program facilities and the work of others.
- E. Ability to perform record keeping and mathematics necessary for budgeting purposes.
- F. Ability to operate motor vehicle and other equipment necessary for maintaining facilities.
- G. Must not pose a direct threat to the health or safety of other individuals in the workplace or citizens encountered during work.
- H. Intellectual ability, judgement, stamina and coordination necessary to normally complete daily assigned tasks within the workday.
- I. Ability to coordinate and participate in recreational activities.
- J. Ability to lift and carry 50 pounds for various program needs.
- K. Ability to repetitively bend and stoop to operate equipment in conjunction with recreation activities.
- L. Ability to walk long distances for supervision of recreation programs and the work of others.

REQUIRED EXPERIENCE & KNOWLEDGE

- Comprehensive knowledge of the physical and equipment requirements in presenting public entertainment and programs.
- Obtain a SERV-safe and/or other required food and sanitation certifications within 6 months of hire.
- Complete knowledge of the safety requirements of buildings used for public assembly.
- Thorough knowledge of good financial management practices necessary to successfully direct and manage a public facility.
- Supervise, organize, instruct and direct others in the performance of varied tasks.
- Communicate effectively both orally and in writing, including the comprehensive knowledge needed to perform simple clerical duties.
- Determine long-range needs, plan and organize work, and to use resourcefulness and tact in solving problems.
- Thorough knowledge of budgeting, marketing and finance.
- Desire to be part of an organization that values service, people, integrity, responsibility, innovation and teamwork.
- Necessary public relations skills needed to organize social programs.

ACCEPTABLE EXPERIENCE & KNOWLEDGE

Considerable professional experience in managing such leisure activities and/or graduation from an accredited college or university with major course work in leisure studies, commercial recreation or related field. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities in the recreation field will also be considered.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.