

PARKS & RECREATION DIRECTOR



From: Human Resources Department
Position: Director of Parks & Recreation
Salary: \$70,100.00 with 5% increase after 6-month probation
Date: March 24, 2022

The purpose of the class is to plan, direct and supervise the operations and activities of the Parks and Recreation Department; to promote Town recreation opportunities to the public, and to perform related professional, administrative, and supervisory work as required. This class plans, organizes and implements programs within major organizational policies, reporting program progress to executive-level administration through reports and conferences.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Supervises and evaluates the operations and administration of the Parks and Recreation Department.

Develops, recommends, and implements department policies and procedures.

Ensures the department's compliance with applicable federal, state, and local laws and regulations.

Supervises department staff; supervisory duties include instructing; assigning, reviewing, and planning work of others; maintaining standards; coordinating activities; selecting new employees; acting on employee problems; recommending and approving employee discipline and discharge.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Provides for adequate staff training and development opportunities.

Develops and administers the department budget; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time; prepares related budget and financial reports.

Seeks, secures, and administers grant funds for department programs and projects.

Provides direct assistance to the Town Manager and Town Board in related matters and regarding various special projects.

PARKS & RECREATION DIRECTOR

Solicits advisory assistance of the Recreation Advisory Commission; solicits input, cooperation and coordination from community groups, neighborhood groups, school groups and individuals with regard to recreation and park needs and problems and uses input for overall planning and programming.

Develops, directs, and participates in providing an expanding and flexible program of recreational activities for all segments, groups, ages, and interest levels of the community.

Develops long-range plans for the provision of recreational facilities and open space for leisure time enjoyment of the public.

Recommends the acquisition and directs the development, construction and maintenance of park and playground areas and of structures and facilities assigned to the Recreation Department.

Inspects parks and recreational areas to assess development opportunities; inspects facilities to determine maintenance needs.

Develops and implements rules and regulations governing the use of parks and recreational facilities.

Keeps schedules and records concerning the use and maintenance of all facilities and equipment.

Takes appropriate steps to ensure the safety of all citizens that utilize park property and facilities, enroll in recreation classes, attend special events and take part in any activity offered by the department.

Prepares and gives presentations to Town officials and civic / community groups concerning department activities.

Prepares records and reports for federal, state, and private agencies concerning department activities and projects.

Plans and participates in department marketing and public relations efforts; makes public presentations to inform the public about department projects and programs.

Coordinates department activities and functions with those of other Town and County departments and outside agencies as appropriate.

Represents the department and Town at various local, regional, and national conferences and meetings.

Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.

Ensures that recreational facilities maintain mandated certifications in Red Cross, OSHA, ADA programs as well as other programs that would provide a measurable benefit to the Department.

Performs general administrative / clerical work as required, including preparing reports and correspondence, entering, and retrieving computer data, copying, and filing documents, attending meetings, etc.

Attends meetings, workshops, conferences, training, etc., as appropriate to enhance job knowledge and skills.

CITIZEN INVOLVEMENT:

Requires experience in developing and presenting conceptual ideas to citizen groups, exchanging ideas, information, and opinions and forms consensus with stakeholders to formulate policy and programs.

PARKS & RECREATION DIRECTOR

PROJECT MANAGEMENT EXPERIENCE:

Requires experience developing site plans, managing architects and engineers, drafting RFPs and acting as the Town's project manager on recreation related improvements such as park development, tennis court repair and maintenance, swimming pool maintenance, greenway planning and other project related activities.

REASONING REQUIREMENTS:

Requires performing work involving the application of principles of logical thinking to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact. Requires applying analytical and statistical education and experience to Analyse program costs/benefits. Must have experience drafting a presenting such analysis using methods such as Power Point to the Board of Aldermen, Recreation Advisory Board and Citizen Groups.

MENTAL REQUIREMENTS:

Requires carrying out professional-level work requiring the application of principles and practices in a wide range of administrative, technical or managerial methods in the solution of administrative or technical problems including the management of staff working groups to develop programs and recommendations to present to citizens, appointed and elected officials.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in recreation and park administration or related field; and extensive experience in the administration of recreational programs and in the development and planning of recreational facilities including considerable supervisory experience; master's degree is preferred or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CONTINUING EDUCATION:

Requires continuing education in order to stay abreast of developments and trends in recreation management through attendance in continuing education and professional development

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license. Applicant must be capable of obtaining a valid NC Driver's License within 60 days from initial date of employment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of all phases of community recreational activities and their administration; landscaping, and beautification operations; building maintenance; comprehensive knowledge of the principles and methods of park and playground planning and development; ability to develop and execute a well-rounded program of recreational activities; ability to cooperate with and interpret recreational philosophies to Town authorities and the general public; ability to establish and maintain effective working relationships with subordinates; ability to communicate complex ideas, both orally and in writing; ability to prepare and present detailed reports.

PARKS & RECREATION DIRECTOR

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires light work that involves walking or standing much of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness, and speed in the use of fingers, hands, or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy. Must be able to perform the basic life operational functions of standing, walking, fingering, grasping.

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**Interested applicants may apply to:
Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department
16 S. Main Street
Waynesville, NC 28786
Or via email to bangel@waynesvillenc.gov
Applications will be accepted until April 21, 2022**