

## **PARKS AND RECREATION DIRECTOR**

### General Statement of Duties

Provides direction, leadership and oversight into the City's needs and core values, related to Parks and Recreation. Facilitates the development of strategy and policy for the department and incorporates into activities and services.

### Duties and Responsibilities

- The employee plans, organizes, directs, coordinates, oversees and evaluates recreation programming.
- Develops long range plans for recreation programs and parks.
- Scheduling of events and rentals.
- Advertising and soliciting donations for city recreation events and activities
- Coordinate any facility maintenance with the Department of Public Works.
- Establish rules and regulations for recreation programs and facilities.
- Administer and coordinate city parades, holiday festivities and celebrations.
- Submit budget recommendations and maintain budget.
- Attends Department Head meetings, recreation commission and City Council meetings.
- Reports to City Administrator with department updates on a regular basis.
- Receives input from the community on residents' needs for parks and recreation.
- Schedule bus trips for senior citizens as needed.
- Provide payroll information on a bi-weekly basis

### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, talking, hearing and repetitive motions. Must be able to lift 50 pounds and be able to exert 20 pounds of force occasionally.

Must possess the visual acuity to prepare and analyze data and figures, perform basic accounting tasks, operate a computer terminal, drive a motor vehicle and be able to inspect work of others.

## Qualifications

- Education or Experience in Parks and Recreation, Hospitality or any other related field is desired but not required.
- Strong leadership and management skills.
- Knowledge of programs, laws and processes required in municipal recreation and administration as required.
- Ability to communicate in written and verbal form effectively.
- Knowledge and proficiency in Microsoft Office, Word and Excel
- Valid Michigan Drivers License