

## **PARKS AND RECREATION DIRECTOR**

**GENERAL DESCRIPTION:** Performs complex technical and administrative work in managing, directing, supervising, and coordinating various recreation programs for the Community, including the maintenance of parks and related facilities. General duties include professional and administrative responsibility in planning, directing, and supervising the work of full-time and part-time staff that includes Parks and Open Spaces, Walkway System, Playgrounds, Wetlands Water Park, Athletic Facilities and Programs, Recreation Facilities, Landscape and Streetscape. Duties also include developing and managing the Department Budget, and providing staff support to advisory boards and committees. This position is under the direct supervision of the Operations Manager and the general supervision of the Town Administrator, and is subject to review through the study of operating records, inspection of facilities, and adequacy of effectiveness of services.

### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES:**

*Important responsibilities and duties may include, but are not limited to, the following:*

- Has direct supervisory responsibility for the entire operation of Parks and Recreation facilities, staff and activities associated with the general program areas listed in the general description.
- Directs, assigns, supervises, and evaluates full-time, part-time, and seasonal management employees in areas of responsibility.
- Responsible for solicitation and staffing recommendations for the department and Wetlands Water Park.
- Works with youth sport organizations to carry out a comprehensive sports program for young people.
- Oversees the work efforts of departmental employees responsible for park maintenance and development and recreation programming.
- Develops, negotiates, and supervises Town's Mowing and Maintenance contract(s), monitor contract for compliance.
- Directs the Parks and Recreation staff and their activities.
- Provides oversight and direction to the Water Park Director, ensuring the quality operation of Wetlands Waterpark.
- Ensures playgrounds, Water Park and athletic and park facilities comply with all safety standards.
- Responsible for the development, presentation, and administration of the annual operating budget for Parks and Recreation as well as Wetlands Water Park.
- Responsible for reviewing and authorizing all purchase orders in the areas of responsibility and ensuring that the procedures meet Town purchasing policies.
- Maintains accurate records, statistics and files on correspondence, planning, maintenance activities and program participation, etc. in areas of responsibility.

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- Participates in public meetings with civic organizations to solicit sponsorships and program funding and provide information through public speaking appearances.
- Assists in getting public input into short and long-range goals for the Parks & Recreation Department.
- Responds to and resolve sensitive and difficult public inquiries and complaints.
- Works directly with Town Marketing staff and other Town staff to promote and publicize recreation programs and activities; prepares and coordinates the development of program and event publicity, including flyers, brochures, news releases, etc., and works directly with Director of Special Events as assigned.
- Works directly with Park and Recreation Advisory Committee and attends meetings.
- Assists with Keep Jonesborough Beautiful initiatives that help promote park beautification efforts by Town staff and volunteers.
- Works with Management to develop fundraising activities that help support programs and activities, participating in public meetings with civic organizations to solicit sponsorships and program funding and to provide information to the public.
- Sets standards for providing quality recreational programs, activities, and facilities for Jonesborough area residents.
- Provides support for Town-sponsored events throughout the year.
- Assists management with the development, planning, design, and implementation of related Town Capital Improvement Projects and as well as capital improvements to existing facilities.
- Provides administrative assistance to the Operations Manager and the Town Administrator in all aspects of Parks and Recreation.
- Coordinates with other Town Departments to plan, implement and evaluate programmatic activities of the town.
- May be required to, at times, work in the field with parks and recreation maintenance staff, particularly when there's a project deadline to be met or the extra supervision and workforce is needed.
- Performs related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Must possess a comprehensive knowledge of the emerging trends in recreation programming and design; modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults, as well as the recreational, social, and cultural needs of the community; thorough knowledge of local, state, and federal codes, regulations, and guidelines affecting recreation programs and activities; thorough knowledge of the principles of human resource management, supervision, training, and performance evaluation, and the principles of facility supervision, facilitation, and management; must also possess good computer skills; knowledge of the methods, equipment, and materials used in parks and grounds maintenance, including knowledge of landscaping, horticulture, planting, and gardening; good computer skills; and the ability to establish and maintain cooperative relations with Town officials, department

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heads and the general public, and to promote community interest and enthusiasm in recreational activities.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Must possess a high school diploma or GED; bachelor's degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field is required. In lieu of some education requirements, experience in the field of parks and recreation may be considered.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Five years of increasingly responsible experience in the administration of recreational programming and social and cultural programs and services, including three years of management and supervisory experience. Experience in park facilities planning and design, as well as developing, planning, implementing, and facilitating sports programs is required.

Must possess a valid Tennessee Driver's License.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior, or on a temporary basis, may be asked to assist other employees occupying a different position. The employee in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. The position description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

**ADA REQUIREMENTS:**

**Physical Requirements:** Task involves some physical effort, i.e. some standing and walking, or frequent lifting (5 – 50 lbs.); or dexterity in the use of fingers, limbs, or body in operation of maintenance and duties, shop, or office equipment.

**Environmental Requirements:** Task may require frequent exposure to adverse environmental conditions.

**Sensory Requirements:** Task requirements color perception and discrimination. Task requires sound perception and discrimination. Task requires taste perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination.

Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communication ability.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination, and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 18**

**Exempt**

**January 17, 2024**