

City of Seward
Job Description



Job Title: Parks & Recreation Director

Range:	21.5-24.5	Salary:	\$31.69-\$45.87/hr
Department:	Parks & Recreation	Approved by:	Scott Meszaros
Reports to:	City Manager/Assistant City Manager	Date:	July 31, 2019
Supervises:	All positions in the department		
Position:	Regular, Full-Time, Exempt		

Summary:

This position is responsible for the management and administration of recreational programming, municipal campground operations, park development and maintenance, and municipal parking management. Plans, promotes, organizes, and administers quality public recreation for the entire community under policies established by the public managing authority by performing the following duties or through subordinate supervisors.

Essential Duties and Responsibilities:

Directs expenditure of department funds and special projects funds and keeps department records. Plans, implements, manages and evaluates recreational activities for the city including individual and team sports, youth activities, various clinics, contests, fun runs, special events, and classes.

Maintains the management oversight and provides evaluation of the operation, maintenance and improvements of the Teen & Youth Center, Teen Rec Room, municipal campgrounds, parks, trails and other recreation facilities and/or properties.

Manages the City's several paid parking lots, including supervision, policy descriptions, bulk mailings, purchases of professional services and supplies, presenting at community input meetings, contracts supervision, cash handling and reporting, budgeting and oversight, etc... Also supervises parking permits sales and time restrictions in other parking areas. Prepares and manages capital budgets for parking revenue fund. Manages paid parking pay stations including programming, maintenance, installation, storage and security; maintains payment card industry compliance.

Coordinates recreation, leisure, educational, health and cultural activities, events and festivals with such entities as school districts, schools and colleges, clubs and non-profits, health care and mental health agencies, Chamber of Commerce groups, businesses, and service organizations, federal agencies and special interest groups.

Represents the City at public meetings and with public interest groups regarding parks and

Received: _____ Approved: _____
Employee: _____ Dept Head _____ Personnel _____ City Manager _____

recreation and parking matters. Interprets recreation programs to the public and maintains cooperative planning and working relationships with allied public and volunteer agencies.

Coordinates with other City departments, contractors and consultants to develop and construct park and recreation facilities. Superintends acquisition, planning, design, construction, and maintenance of recreation facilities.

The scope of the outdoor parks program includes three softball fields, five playgrounds, five neighborhood parks, twelve municipal campgrounds, rustic hiking trails, picnic areas and pavilions and gazebos, tennis court, outdoor sports courts, a skate park, a bike park national historic trail, bike paths and boardwalks and pathway spurs, and city cemeteries.

Program areas include the Teen & Youth Center, the Teen Rec Room (“the Rec”) and “Sports & Rec,” through a community center-type activities in the AVTEC Student Services Center, public parks, public camping, , youth and adult sports leagues and tournaments, day camps, arts and crafts, and special events.

Trains, supervises, and evaluates all personnel of in all divisions and related projects or grant programs. Staff level consists of seven or eight full-time employees, up to 50 seasonal employees, numerous part-time, temporary employees and independent contractors.

Researches and applies for grants for projects such as: park or trail development, special sports camps, community art, bike safety, after school programs, safety concerns, educational programs, litter patrol and professional development, etc...

Serves as technical adviser to City Manager and as recreation consultant to the community.

Handles customer service complaints and responsible for training the department staff on customer service training.

Serves on City’s safety committee and recommends guidelines, policies and prevention or motivation tools for the organization. Reviews safety accidents within the organization. Leads department-wide safety committee meetings.

Serves as an integral member of the organization’s administration team to creatively solve city-wide problems.

Works with professional development organizations (such as ARPA and NRPA) to ensure staff development and department awareness in specific field technologies such as: At-Risk Youth, Asset Building models, Inclusive Recreation, prevention techniques, environmental concerns, software improvements for recreation management etc... Works with legislative committees to ensure that goals of the City are furthered.

Actively participates in organizational planning for Strategic Plans and Comprehensive Plans. Leads goal-setting for department five-year plans. Updates the Parks and Recreation Master Plan via community input. Provides input on other planning tools such as historic and transportation district or ad-hoc committee plans.

Works with social services and/or other agencies to refer participants to appropriate programs and offers and manages a youth scholarship fund for financially needing families.

Updates or supervises updates on department website.

Performs related duties as assigned.

Supervisory Responsibilities:

Directly, immediately supervises regular employees, seasonal employees and some on-call employees. Responsible for the supervision of all full-time, part-time and temporary and seasonal personnel in department, various grant personnel and various independent contractors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Prepares specific, department policies. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Selection Factors:

These factors will be the basis for selecting the most qualified candidates to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during and after a prescribed probationary period for continued employment:

Extensive knowledge of principles and practices of parks and recreation programming including planning, direction, coordination and evaluation. Considerable knowledge of the current literature, trends and developments in parks and recreation management and operations and pertinent legal issues and federal requirements. Knowledge of supervision and management principles and techniques: scheduling, monitoring, evaluating and goal setting for staff members. Ability to schedule and meet deadlines for project planning. Knowledge of marketing practices: writing, brochure layout, poster creation and marketing principles and techniques and internet use. Knowledge of the rules and regulations of a variety of athletic events, leagues and tournaments and the facility requirements for such programming. Knowledge of modern methods of campground management and operations. Knowledge of modern methods, techniques, materials, equipment and safety procedures used in parks maintenance. Knowledge of organizational skills required for hosting events or festivals.

Knowledge of paid parking practices and procedures. Knowledge of basic municipal code structure (city resolutions and ordinances) and federal ADA Codes to affect changes required with situational parking management.

Computer knowledge and software experience, including Microsoft Suite with proficiency in word and excel, Internet and desktop publishing. Ability to communicate effectively and deal with the public for information referral and in conflict situations. Knowledge of safety, liability and risk management. An understanding of ADA concepts and requirements. Ability to work varied schedules according to the season and event requirements.

Education and/or Experience:

Bachelors' degree from a four-year college or university in parks and recreation or physical education or closely related field. Seven years of related experience with five years of experience in the administration of parks and/or recreation programs or public administration which included responsibility for staff supervision, budgeting, and fiscal control. An equivalent combination of education and related experience acceptable. Experience with municipal budgets and/or enterprise funds. Experience supervising and motivating large crews with varied schedules and duties.

Progressive Development Plan:

Each year on the employee's anniversary date, the employee will be evaluated not only on his/her performance, but also on their professional development. The city manager shall determine if the employee has received the required training and experience to allow for advancement from one range to another, remaining at the same step. After the employee reaches a range 24.5, he/she shall remain at that range and receive annual step increases, if earned, in the regular sequence. If it is determined that the employee has not progressed to the next level, but has shown above satisfactory performance, he/she will be granted the regular merit increase of one step.

To progress to a range 25.5, the employee must have successfully completed at least two full budget cycles with the City of Seward (in the role of Parks and Recreation Director), including developing and managing the annual budget for all parks and recreation divisions and the parking enterprise fund.

To progress to a range 26.5, the employee must have attended at least one professional state and one professional National Recreation and Park Association Conference, and must have served on the executive board of the Alaska Recreation and Park Association.

To progress to a range 27.5, the employee must have a bachelor's degree in a field related to parks and recreation or must have attended one NRPA Executive Leadership Congress or the National Inclusive Recreation Institute, or another nationally-recognized executive-level leadership training.

Language Skills:

Ability to read, analyze and interpret general business periodicals, sports regulations books, professional journals, technical procedures, park, building or landscape designs and governmental codes and regulations. Ability to write reports, business correspondence, Council agenda statements, department policies, Requests for Proposals, Memorandum of Understanding and procedure manuals. Ability to read and answer specific questions and write appropriate narratives for grant applications. Ability to effectively present information and respond to questions from groups of councils, managers, clients, customers and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems, establish facts and draw valid conclusions. Ability to deal with a variety of abstract and concrete variables where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Public Relations:

Public relations shall be an integral part of each employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

Other Skills and Abilities:

Knowledge of principles, objectives and practices of public recreation administration, governmental budgeting and financial control, management of capital improvement projects, municipal parking plans and traffic patterns and the promotion of tourism.

Possession of or ability to obtain a valid State of Alaska driver's license.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, walk and stand. The employee is frequently required to use hands to type, handle or feel objects, tools or supplies; and to occasionally stoop, stretch, climb, bend and lift, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Within the scope of the parks work, the employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move over 50 pounds with assistance from team members.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee generally works inside in an office environment. The job requirements often demand moving from one worksite to another. The employee frequently works in outside weather conditions when supervising or directing special events, races, or sports leagues or when

problem-solving or researching for parking issues, parks or trails or campground situations.

The noise level in the work environment is usually moderate with occasional medium or high levels of sound in youth programs, special events or outdoor work sites. Ear protection may rarely be required.