

City of Ranson

**Job Description**

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| **Job Title: Parks & Recreation Director Pay Range: Grade 16-18** |

**Position Summary:**

This exempt position reports to the City Manager and encompasses a broad range of professional, administrative, technical, and supervisory responsibilities. The Parks and Recreation Director will be instrumental in planning, developing, and implementing comprehensive parks and recreation programs. Key responsibilities include the creation of programming and leagues, the development of new facilities, the enhancement of existing facilities, and long-term strategic visioning. The Director will collaborate closely with the City’s leadership team, including the City Manager, department leaders, the Parks & Recreation Board of Directors. An understanding of general fiscal policies, cash receipting, and revenue processing is essential to this role. Additionally, the Director will manage facility rentals and interactions with outside organizations, ensuring effective use and maintenance of city assets. The position requires flexibility to work outside typical business hours to meet organizational needs.

**Essential Duties and Tasks:**

**Program Development and Management:** Plan, organize, and coordinate the City’s parks and recreation activities and functions, including scheduling and operation of leagues, events, and activities.

**Facility Management:** Propose and recommend maintenance work and capital improvements for parks and recreation facilities. Collaborate with other department leaders, the City Manager, and the Parks & Recreation Board of Directors to develop plans for new and existing facilities to better serve the community’s needs. Manage facility rentals and usage by outside organizations.

**Budgeting and Financial Management:** Prepare and administer the department’s budget, monitor expenditures, and seek funding opportunities in collaboration with the City Manager, the Parks and Recreation Board, and the city’s finance director. Ensure compliance with general fiscal policies, cash receipting, and revenue processing.

**Personnel Management:** Supervise parks and recreation staff, provide training and development opportunities, and conduct performance evaluations.

**Community Engagement:** Work with community groups, schools, and other organizations to promote and coordinate parks and recreation programs.

**Strategic Planning:** Develop and implement long-term strategic plans for the parks and recreation department, including future programming and facility needs.

**Public Relations:** Serve as a spokesperson for the Parks and Recreation Department, addressing public inquiries and promoting programs through various media channels. Collaborate with the City Manager, the Parks and Recreation Board, the city's finance director, and the city's communications specialist to ensure consistent and effective communication.

**Policy Development:** Develop and enforce policies and procedures related to parks and recreation activities and facilities.

**Safety and Compliance:** Ensure compliance with all safety regulations and standards in parks and recreation facilities and programs.

**Reporting and Evaluation:** Prepare regular reports on program and facility usage, community feedback, and other relevant data to inform decision-making.

**Board Participation:** Serve as the city's liaison to the Parks and Recreation Board of Directors, participating in board meetings and working with board members to advance the department's goals.

**Flexible Scheduling:** Accommodate the need for working outside of normal business hours, including evenings and weekends, to meet the demands of events, programs, and organizational needs.

**Minimum Qualifications:**

The ideal candidate will hold a Bachelor’s Degree in Recreation, Leisure Studies, Outdoor Recreation, or a related field, and possess a minimum of three years of supervisory experience in parks and/or recreational management. Experience demonstrating director-level responsibilities may also be considered. The candidate should have excellent communication and interpersonal skills, with the ability to work independently as well as part of a team. Strong organizational skills and the ability to manage multiple projects and deadlines are essential. Additionally, individuals with relevant experience in lieu of a formal degree may be eligible if they can demonstrate an equivalent combination of training and experience related to the position.

**Knowledge, Skills, and Abilities:**

* Knowledge of parks and recreation principles and practices.
* Skill in budget creation and administration.
* Ability to plan, organize, and direct the work of staff and volunteers.
* Excellent communication and interpersonal skills.
* Ability to develop and maintain effective working relationships with the public, community organizations, and other stakeholders.
* Proficiency in using office automation equipment and software applications.
* Ability to work independently and as part of a team.

**Physical Requirements and Work Environment**

* The position is primarily sedentary but requires occasional outdoor work for events, some programing, and facility operations.
* Must be capable of handling the physical demands representative of those an employee encounters while performing the essential functions of the job.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

This job description reflects management’s assignment of essential functions, and nothing herein restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Reporting Responsibility: City Manager

Review Responsibility: City Manager

Effective: July 10, 2024