



JOB DESCRIPTION

TITLE: Director Parks and Recreation
DEPARTMENT: Parks and Recreation
GRADE: 22
FLSA: Exempt
EEO DESIGNATION: Officials Administrators
REVISION DATE: 06/20/2017

POSITION SUMMARY

The Parks and Recreation Director is and appointed position that is exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Under the director of the City Manager, the Director of Parks and Recreation is responsible for planning directing and implementing the overall administration of a well-rounded parks and recreation program that meets the needs of residents. Work includes organizing, budgeting, planning, coordinating, evaluating, and directing the work of professional staff and other support employees.

ESSENTIAL FUNCTIONS:

- Supervises, plans, coordinates and directs the work of the parks and recreation functions of the City. Makes staffing decisions within the department including hiring and scheduling of work load.
- Trains, supervises and evaluates work performance of full-time, part-time and seasonal personnel.
- Oversees the operations of the City's Amphitheater and its staffing.
- Oversees and is responsible for the preparation of the departmental budget, establishes departmental policies and procedures, approves departmental purchases and expenditures.
- Develops alternative funding sources for programs and improvements with the approval of the City Manager, Mayor and City Council.
- Provides for risk management practices; ensures all safety rules, regulations and procedures are followed; makes sure that employees are trained in safety procedures.
- Performs public relation duties, respond to complaints and identify and meet the recreational needs of diverse community groups.
- Informs City Manager, Mayor and City Council on the status of departmental areas of responsibility by preparing reports and making presentations at public hearings. Confers with other governmental agencies, public officials, residents, and community organizations regarding recreation issues and directs resources of department to achieve the objectives of the City.



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- Cooperates, assists, and communicates timely, accurately and effectively with all City departments, maintaining a positive environment and positive communications with fellow employees and the public to achieve mutual goals.
- Provides leadership to all management personnel in the department.
- Understands and follows federal and state laws and regulation related to parks and recreation programs and employees.
- Performs other related duties as assigned and directed.

MINIMUM QUALIFICATIONS:

B.S. degree in public administration, business administration, recreation management or other related field from an accredited college or university. Preferably a Master's degree in public administration, business administration, recreation or related field from an accredited college or university. Minimum of eight (8) years of related work experience in the recreation field with progressively increasing responsibilities including at least four (4) years of administrative and supervisory experience. Must possess a valid Utah Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

1. Highly skilled in multi-project planning, scheduling and control.
2. Demonstrated ability to handle complex human and political problems.
3. Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
4. Knows trends in parks and recreation fields and stays current.
5. Working knowledge of parks and recreation programs and their management and the working knowledge of the rules of a variety of sports.
6. Ability to participate in active sports and recreation activities, ability to organize and direct programs.
7. Ability to work evenings, nights, weekends and holidays as needed to meet the demands of the City's recreation programs.
8. Ability to develop, maintain, and manage a team to achieve goals and objectives
9. Ability to solve problems using sound judgment and common sense within the policies and guidelines of the City.
10. Knowledge of relevant local, state and federal laws related to the management of parks and recreation programs.
11. Ability to use basic word processing and spreadsheet programs on a personal computer.
12. Skill in budgeting and public financial management.
13. Skill in interpersonal relations.
14. Must have excellent customer service skills
15. Ability to communicate effectively both verbally and in writing.
16. Ability to work in a team environment.



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WORKING CONDITIONS AND PHYSICAL DEMANDS:

Generally comfortable working conditions with some field work in supervising staff and programs. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, run and the physical mobility to negotiate around different types of physical locations throughout the City. Unconventional working hours including long hours, evenings, nights, weekends and holidays as needed. May occasionally drive a motor vehicle. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.