

Full-Time Parks & Recreation Director

The City of Granger is a fast-growing community located 10 minutes northwest of the Des Moines metro. It has excellent small schools and a great mix of new and well-settled families.

We are currently accepting applications for a Full-Time Parks & Recreation Director to assist in implementation of our City missions:

- Citizen Service Excellence
- Culture of Cooperation
- Personal/Professional Development

Job Description:

This is a full-time position of the Parks & Recreation Department. The work involves planning, organizing, and administering activities, and coordinating the functions of the Department including park development, park maintenance, and Community Center Recreational Area, and the Centennial Park.

Job Duties:

1. Coordinate the planning and implementation of all recreational programs and events.
2. Manage the collection of registration fees for programs as necessary, and maintain accurate records.
3. Schedule all facility rentals for the community center and the park shelter, generating contracts, collection of fees, and responding to facility inquiries, and showing buildings to potential renters.
4. Assist with the public works on maintenance of the parks, trails, and other recreational facilities.
5. Prepare annual parks and recreation and community center budget, oversees the day-to-day department financial procedures and purchasing to ensure the department operates efficiently.
6. Attend monthly Parks and Recreation Board and prepare reports for the City Council, and attend the regular City Council meeting to discuss if necessary.
7. Responds to citizens' questions and comments in a courteous and timely manner.
8. Other duties as assigned

Job Requirements:

- High School Diploma or Equivalency
- Valid driver's license
- Flexibility in scheduling to meet all required duties and responsibilities

Preferred Experience:

- Experience with working for a previous parks & recreation department or for a municipality.
- Ability to work independently and efficiently on assigned tasks, or with a team as needed.

Approximately up to 40 hours per week at \$20.00 per hour, or possibly more based on experience. Flexibility required for evening and weekend activities, appointments and meetings. It is preferable the candidate reside within 30 miles of Granger, but not necessarily required. EOE.

Interested parties should submit a completed and signed application, and/or resume and cover letter to Granger City Hall, PO Box 333, Granger, IA 50109, or by email at cityclerkgranger@outlook.com or by fax (515) 999-2988. Applications can be obtained at www.grangeriowa.org or at Granger City Hall and will be accepted until the position is filled.

