

PARK AND RECREATION DIRECTOR

The City of Jefferson, IA (Pop. 4,182) is accepting applications for a full-time Park and Recreation Director. This department head position is responsible for operations of the community center, swimming pool and six city parks. Duties include preparing and monitoring the department budgets, leading and evaluating staff and operational procedures, and making recommendations for improvements. Responsible for the development and implementation of programs, policies, and procedures approved by the Park and Recreation Commission and City Council; overseeing programs, marketing and event planning. Must lead, supervise and motivate one full-time and several part-time employees. Must recruit, select, discipline, and train staff and volunteers. BS degree in Recreation Management or related field or combination of education and experience with 3-5 years supervisor experience and some coaching experience preferred. Certified Pool Operator (CPO) license required or ability to obtain license within six (6) months. Submit cover letter, resume and application to Jefferson City Hall, 220 N. Chestnut, Jefferson IA 50129, Attention Park and Recreation Director Search Committee or e-mail scottp@cityofjeffersoniowa.org.

Benefits: Iowa Public Employees Retirement System (IPERS) and major medical.

Salary \$60,000 - \$70,000.

The position is open until filled with first consideration of applicants on July 19, 2024.

The City of Jefferson is an Equal Opportunity Employer.

POSITION TITLE: Director of Parks and Recreation

DESCRIPTION OF WORK

General Statement of Duties: Directs and administers the activities of the Parks and Recreation Department. Plans, promotes, organizes and administers public park and recreation services for the entire community. Functions as the primary advisor to the City Council with regard to municipal parks, Greene County Community Center, municipal swimming pool and recreation programs.

Supervision Received: Works under direct supervision of the City Administrator and reports to Jefferson Park and Recreation Commission.

FLSA: Exempt

Examples of Duties:

1. Directs and participates in the administration and operation of the Jefferson Park and Recreation Department and the Greene County Community Center.
2. Leads and encourages a team approach within the department; Hires, disciplines and directs employees under his/her control in accordance with City, State and Federal policies.
3. Reviews and evaluates the performance of those employees directly responsible to him/her on a regular basis. Plans and directs training opportunities for departmental employees.
4. Defines and delegates authority and responsibility to appropriate subordinates.
5. Prepares an annual departmental budget request, with appropriate justification, and aids in the development of the proposed annual City budget through JPRD committee; Administers the budget.
6. Has management responsibility for the maintenance of all parks and related facilities; coordinates with parks maintenance workers on day-to-day needs.
7. Participates in the development, planning, design, and implementation of Capital Improvement Projects.
8. Supervise, promote, influence, and evaluate various recreational programs for children and adults.
9. Develop and implement departmental policies, procedures, and fee schedules.
10. Provide advice and recommendations to city staff members, JPRD board, and City Council.
11. Prepare factual, clear, concise written reports with specific recommendations.
12. Keep the appropriate city management and staff members informed on important developments which may affect the administration of City government.

13. Maintains current knowledge of innovative ideas and developments and recommends changes in current operations and practices where applicable.
14. Attends meetings of the Parks and Recreation Commission.
15. Makes public presentations and works with the public on an individual basis; answering citizen calls and complaints.
16. With support from the Assistant Director, recruits, selects, and trains all employees and volunteers in preparation for various programs.
17. Attends and makes presentations at City Council meetings as required.
18. Other duties as assigned

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.

QUALIFICATIONS FOR APPOINTMENT

Required Knowledge, Skills and Abilities:

- Thorough knowledge of the principles, practices and objectives of municipal park and recreation administration;
- Considerable knowledge of and ability in applying the principles of organization, personnel and finance administration in the operation of park and public property programs;
- Comprehensive knowledge of the activities which make up a community's recreation programs;

- Establish and maintain effective working relationships with staff, volunteers, City Council, JPR Commission, community organizations, individual citizens, contractors, and vendors.
- Ability to establish and maintain effective working relationships with municipal officials, civic groups, departments and the general public.
- Exhibit strong oral and written communication skills.

Education and Training:

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:

- Graduation from a recognized college or university with a bachelor's degree in parks and recreation, leisure services, or related field;
- three to five years of administrative and supervisory experience, budget experience, computer literacy;

Preferred Training: Possession or ability to obtain

- CPR & First Aid Training,
- Certified Leisure Professional
- Certified Pool Operator
- Some coaching experience.
- Required: Iowa Driver's License and an acceptable driving record.