

# WE'RE HIRING!



## Parks and Recreation Director

### Why grow your career in Johnston?

Choose to grow your career with us. Our community is thriving, stable, and progressive, offering a perfect blend of professional opportunities and exceptional quality of life.

The city has great recreational facilities, including over a dozen parks and 45 miles of recreation trails. In our recent community survey, 88% of respondents are satisfied with the quality of our city parks. Johnston's strong sense of community, highlighted by its renowned festivals and residents, creates an inviting environment for work and play.

### About the Position

The Parks and Recreation Director oversees administrative and supervisory duties for the Parks and Recreation Department, including planning, organizing, and coordinating park maintenance, trails, recreation areas, and programs. The director develops and enforces policies aligned with City Council directives. They also work under general direction, exercising independent judgment and initiative, with performance reviewed based on outcomes achieved.

### Key Responsibilities

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Manages all aspects of city parks and recreation, including maintenance, operations, planning for parks and trails, recreation programs, and facilities like the Crown Point Community Center and Simpson Barn.



[www.cityofjohnston.com/jobs](http://www.cityofjohnston.com/jobs)



Sunday, August 18



\$110,218 - \$148,608



### Education Requirement

- Bachelor's Degree in Park and Recreation Administration, Natural Resources Management or related discipline
- Four years of progressively responsible administrative and supervisory work experience in municipal park and recreation administration preferred



### Key Attributes for Success

- Comprehensive knowledge of municipal parks and recreation administration and budgetary practices.
- Strong leadership and supervisory skills.
- Effective communication in technical and non-technical terms.
- Ability to follow policies and procedures accurately.
- Proficiency in preparing reliable reports.
- Capacity to handle diverse responsibilities under deadlines.
- Adaptability to learn and apply new skills quickly.
- Ability to maintain confidentiality and build effective relationships.
- Competence with computer software and analytical thinking.

# Key Responsibilities

- Ability to establish and maintain effective working relationships with the Mayor, City Council, civic groups, departments, and the public.
- Plans, organizes and supervises operating procedures of a diversified recreation program.
- Advises the City Administrator or their designee on departmental needs and budget preparation and administration.
- Organizes and attends meetings of the Park Board, Tree Board, and Senior Advisory Board, serving as City liaison for programming, budgeting, projects, equipment, and policy evaluation.
- Assists in the preparation of the Capital Improvement Program with a primary focus on parks and trails infrastructure.
- Manages wildlife management with the City, including coyote management and the City's Urban Deer Hunt program.
- Supervises staff, conducts staff's yearly evaluations, and recommends actions like promotions or disciplinary measures to the City Administrator or designee.

# Knowledge-Based Skills

- Comprehensive knowledge of municipal parks and recreation administration, including design, operation, and maintenance practices and public administration principles.
- Knowledge of municipal budgetary practices.
- General knowledge of all equipment used in park maintenance.



## Required Certifications

- *Certified Park and Recreation professional (CPRP), preferred*
- *Valid Iowa driver's license*
- *Four years of progressively responsible administrative and supervisory work experience in municipal park and recreation administration is preferred*



## Special Requirements

- *Frequently attends off-hour meetings*
- *Successful completion of post-off drug screening*



## Physical Characteristics

- *Office or administrative environment.*
- *Effective communication (with or without accommodations).*
- *Vision for observing written material (with or without accommodations).*
- *Manual dexterity for computer operation (with or without accommodations).*
- *Mobility and reflexes for office tasks and accessing work sites (with or without accommodations).*

