



Pella, Iowa Recreation Director Position Profile



Applications will be accepted until noon Friday, September 19, 2025

<https://www.cityofpella.com/apply>

Questions:

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RECREATION DIRECTOR POSITION PROFILE

August 2025

ABOUT PELLA

Pella (population 10,464) is located 45 miles southeast of Iowa's state capital and largest city, Des Moines. Pella was recently ranked by USA Today as one of the best places in the United States to reside. Pella is proud to be the corporate headquarters of several large manufacturers including Pella Corporation, Vermeer Corporation, and Precision Pulley & Idler (PPI). Central College, a private four-year college, brings 1,100 students to Pella each academic year. In addition to a strong local economy, Pella is a tourist destination with beautiful parks, a historic downtown, and the annual Tulip Time festival. Lake Red Rock, Iowa's largest lake, is a short drive or bike ride away from Pella's vibrant downtown.

More information about Pella is available using the following resources:

- PACE (Pella Area Community & Economic) Alliance: www.pella.org
- Pella Convention & Visitors Bureau: www.visitpella.com
- Pella Community Schools: www.pellaschools.org
- Pella Christian Schools: www.pceagles.org
- Central College: www.central.edu
- City of Pella: www.cityofpella.com

CITY ORGANIZATION

Pella operates under the Mayor-Council form of government, with six City Council members elected to staggered four-year terms. The City of Pella has 123 full-time employees throughout the following departments: Ambulance, City Administration, Community Services, Electric, Library, Planning & Zoning, Police, Public Works, Recreation, Telecommunications.

RECREATION DIRECTOR POSITION

The Recreation Director reports to the City Administrator and is responsible for the overall management and oversight of the new Pella Indoor Recreation & Aquatics Center, outdoor Aquatic Center, and programming at the Pella Sports Park and Soccer Complex. The full job description is included on the following pages.

RECREATION DIRECTOR ATTRIBUTES

The ideal candidate will have the following:

- Bachelor's degree in recreation management or a related field.
- Five to ten years of experience with increasing responsibilities in recreation programming with indoor recreation center programming preferred.
- Experience in planning, coordinating, and managing high-quality recreational services.

TENTATIVE TIMETABLE

Below is the tentative timetable for this position:

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|---|------------------------------------|
| 1. Deadline to submit application | Friday, September 19, 2025 at noon |
| 2. Interviews conducted | late September/early October |
| 3. Candidate selected | mid-October 2025 |
| 4. Employment starts with the City of Pella | November 2025 |



Recreation Director

Recreation Department

Executive
FLSA: Exempt

JOB SUMMARY

Under the general direction of the City Administrator, the Recreation Director plans, directs, manages, and oversees the Pella Indoor Recreation & Aquatics Center, outdoor Aquatic Center, and programming for the Pella Sports Park and Soccer Complex. The Director promotes effective working relationships within the department as well as with various boards, policy makers, civic organizations, and other city departments.

MAJOR DUTIES

- Oversee the operation of the Pella Indoor Recreation & Aquatics Center, outdoor Aquatic Center, and programming for the Pella Sports Park and Soccer Complex to include:
 - Develop and oversee departmental goals, objectives, policies, and priorities.
 - Develop adult and youth recreational programs to ensure the availability of a wide range of programming.
 - Implement quality of life enhancements through the provision of programs and services.
 - Perform marketing related activities for recreational programs including solicitation of tournaments.
 - Develop and administer departmental budgets and five-year Capital Improvement Programs.
 - Forecast funds needed for staffing, equipment, materials, and supplies.
 - Identify opportunities and implement changes to ensure operational efficiency.
 - Plan, assign, coordinate, and evaluate the department's projects and areas of responsibility.
- Supervise, train, motivate, evaluate, and provide direction to department personnel to include hiring and termination decisions, performance evaluations, and delegation of work assignments.
- Work with management staff to identify and resolve departmental issues.
- Receive, investigate, and resolve complaints related to department services.
- Ensure department personnel comply with all city policies and procedures.
- Manage official channels of department communication including social media, email, and/or other digital and print forms of communication.
- Develop, negotiate, and oversee building leases, rental agreements, user agreements, and project specific partnership agreements for the department.
- Conduct presentations to service clubs, civic groups, City Council, and other stakeholders/organizations.
- Prepare City Council memos and associated documents.
- Perform other duties and responsibilities as assigned.

SUPERVISORY CONTROLS

The Recreation Director assigns and directs work throughout the Recreation Department to include the Pella Indoor Recreation & Aquatics Center, outdoor Aquatic Center, and programming at the Pella Sports Park and Soccer Complex. The director checks for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal, state, county, and local policies, laws and regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

The work consists of varied management, supervisory, and technical duties. The necessity of working in the presence of the public contributes to the complexity. The purpose of this position is to implement and manage community programs and facilities. Successful performance contributes to an improved quality of life for residents and visitors.

CONTACTS

Contacts are typically with coworkers, vendors, consultants, contractors, representatives of other agencies, inspectors, civic groups, and the general public. Contacts are typically to exchange information, resolve problems, provide services, motivate or influence persons, and negotiate or settle matters.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The work is typically performed while intermittently sitting, standing, walking, driving, bending, crouching, or stooping, grasping, feeling, talking, hearing, seeing and repetitive motions. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell. The employee must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

The work is typically performed inside and/or outside and includes being exposed to extreme heat/cold, noise, vibration, mechanical hazards, chemical hazards, oils, confined spaces, and darkness or poor lighting conditions, isolation.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the following positions: Aquatics Manager (1), Programming/Tournament Coordinator (1), Administrative Assistant (1).

MINIMUM QUALIFICATIONS OF SKILLS, KNOWLEDGE, EXPERIENCE

- Bachelor's degree from an accredited college or university with major coursework in recreation management preferred.
- Five to ten years of experience with increasing responsibilities in recreation programming with indoor recreation center programming preferred.
- Equivalent combinations of education and experience will also be considered.
- Experience in the principles, practices, and techniques of recreation facility planning and programming.
- Experience coordinating, planning for, and managing the efficient delivery of high-quality recreational services.
- Experience analyzing recreational needs in a community.
- Experience supervising the work of others.
- Experience preparing/presenting written and oral reports.
- Knowledge of advanced principles and practices of municipal budget preparation and administration.
- Knowledge of program administration and facility management principles.
- Skill in establishing and maintaining effective working relationships with employees, coworkers, supervisors, volunteers, civic groups, and the general public.
- Skill in effective oral and written communication.
- Skill in multi-project management in a collaborative work environment.
- Possession of, or ability to obtain, valid Iowa Driver's License within one year of hire.
- Pre-employment drug testing required.
- Residency required within the Pella Community School District.