



EMPLOYMENT OPPORTUNITY

The City of Anamosa, Iowa is seeking a detail-oriented and proactive leader, who is organized, familiar with public budgeting, and has excellent communication skills, to serve as

Parks & Recreation Director

City of Anamosa
107 S. Ford Street
Anamosa, IA52205
Office: 319-462-6055
Fax: 319-462-6081
Web: www.anamosa-iowa.org

PARKS & RECREATION DIRECTOR

The City of Anamosa (pop. 5,450) is seeking a detail-oriented and proactive leader, who is organized, familiar with public budgeting, and has excellent communication skills, to serve as the next Parks & Recreation Director.

Under the general direction of the City Administrator, the Parks & Recreation Director is responsible for managing, directing, supervising, coordinating, and budgeting for all aspects of the Parks & Recreation Department.

In collaboration with the Park Board and Anamosa City Council, the Parks & Recreation Director provides leadership to the full-time, part-time, and seasonal employees, who operate the Lawrence Community Center, Aqua Court, Parks, Programs, and Events.

Required Qualifications:

- Associate's degree or equivalent coursework in public administration, business administration, parks and recreation management, or a related field (Bachelors degree preferred).
- Three (3) years of progressively responsible experience managing municipal department operations; or an equivalent combination of education and experience to successfully perform the essential duties of the position.
- Familiar with general office procedures and practices.
- Must have the ability to speak and write effectively, and to establish effective working relationships with the public and fellow employees.
- Basic First Aid/CPR/AED certification
- Successfully pass pre-employment physical and drug screen.
- US Citizen.
- Valid Iowa Driver's License (at the time of appointment).
- Must be able to work evenings and weekends.

The Parks & Recreation Director is an FLSA exempt position. **Starting salary will be \$46,500-\$50,500 per year DOQ/DOE.** Benefits include medical/dental/vision/life insurance, IPERS retirement, holidays, and paid leave.

Interested parties should submit resume, cover letter, and City employment application to Anamosa City Hall or via email to anamosa.employment@gmail.com.

Deadline to apply: Friday, October 24, 2025

For additional information please contact
Jeremiah Hoyt, City Administrator
Email: jeremiah.hoyt@anamosa-ia.org
Phone: (319)462-6055

City of Anamosa - Job Description

Full-Time FLSA Exempt

Identification

Position Title	Parks & Recreation Director
Department	Parks and Recreation
Immediate Supervisor	City Administrator

Job Summary

Under the direct supervision of the City Administrator, and general guidance from the Parks and Recreation Board, the Parks & Recreation Director manages all aspects of the Parks and Recreation Department, including city parks, the Anamosa Aqua Court, Lawrence Community Center, recreation programs and activities, and concessions. As a member of the city's leadership team, the Parks & Recreation Director performs a variety of personnel management duties, such as interviewing, providing hiring recommendations, administering policies and procedures, scheduling/coordinating work, training and evaluating employees, and issuing corrective counseling and discipline. The Parks and Recreation Director is also responsible for preparing, submitting, presenting, implementing, and reporting the department's annual budget, capital recommendations, and related financial data. The Parks and Recreation Director must effectively communicate with City employees, City Council members, members of the Parks and Recreation Board, local organizations/businesses, civic groups, the media, vendors/contractors, and individual citizens.

Essential Job Duties and Responsibilities

- Plan, organize, and direct Parks and Recreation Department operations.
- Ensure that department personnel are properly trained in their respective duties and are working to achieve the objectives of the Parks and Recreation Department and the City of Anamosa.
- Prepare, submit, present, implement, and report the annual budget, capital recommendations, and related financial data on behalf of the Parks and Recreation Department.
- Maintain accurate financial records of department expenses/revenues, and prepare regular financial reports and summaries for presentation to the City Administrator, City Council, and Parks and Recreation Board.
- Coordinate with the City Administrator, City Council, and Parks and Recreation Board to develop/revise/implement the plans and objectives (short-term and long term) of the Parks and Recreation Department and City of Anamosa.
- Ensure that all department personnel properly adhere to established policies and procedures. Conduct timely reviews of policies and procedures and provide recommendations on updates/amendments, as may be necessary, to promote efficient operations and provide benefits to the community.

- Develop programs and activities, for all ages and abilities, providing opportunities for social development, physical activity, and recreation/leisure.
- Collaborate with various community organizations and groups to plan and implement social, physical, recreation, and leisure activities.
- Maintain accurate and organized department records and reports, as needed, for various department operations.
- Coordinate and direct operational development, capital projects, and land acquisitions, pertaining to parks and recreation facilities, by maintaining adequate involvement in project planning and design, reviewing project plans and specifications, and coordinating with other departments/contractors/engineers.
- Oversee seasonal preparations/operations, specifically to include opening and closing of the Aqua Court.
- Speak to service clubs, civic groups and other organizations about department activities and develop collaborative partnerships to promote community events.
- Attend internal/external meetings, approved seminars/conferences, and approved training events.
- Monitor employees and department activities, providing assistance as required.
- Authorize/approve department expenditures, in accordance with established policy and procedures.
- Maintain and coordinate the repair of all Parks and Recreation facilities.
- Promote safety throughout the entire department and ensure all programs and the facilities are operated in a safe manner.
- Identify, draft, and submit proposals to obtain various grants/funding assistance.
- Conduct personnel evaluations of department employees.
- Maintain/update department files, records, receipts, inventory lists, maintenance schedules, permits, daily job sheets, and other documentation.
- Prepare and distribute the agenda/packet for Parks and Recreation Board meetings and ensure that board meetings comply with Open Meetings/Open Records requirements, as set forth by State law.
- Attend City Council meetings as required.
- Identify operational problems, deficiencies, and needs, and provide timely communication to the City Administrator about these matters, along with possible solutions for improvement.
- Acquire materials and supplies necessary for proper department operations, in accordance with the City policy.
- Review and approve employee schedules, time sheets, overtime hours, and request for time off.
- Create and distribute media to promote the facilities, programs, activities, and events of the Parks and Recreation Department.
- Periodically review and recommend membership rates, dues, and fees.

Other Duties:

In collaboration with the Parks and Recreation Board and Anamosa City Council, the Parks and Recreation Director must perform or delegate various activities, events, and

projects to facilitate out the objectives of the department and the City. The Parks and Recreation Director will strive to assist other departments, upon request, whenever feasible.

Miscellaneous Duties:

May be required to assist other departments, upon request, when feasible.

May be required to perform other duties, as assigned by the City Administrator.

Physical and Environmental Conditions

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Ability to transport self from building to building and to attend various functions and meetings at other sites either within or outside of the City. While performing the duties of this job, the employee is regularly required to sit, walk, stand, lift, and use hands to handle or feel. The employee frequently is required to reach with hands and arms. The employee is frequently required to talk and listen. Specific vision abilities required by this job include close vision. The noise level in the work environment is generally moderate, but may vary depending on assigned duties.

Required Education, Experience, and Certification

- Associate's degree or equivalent coursework in public administration, business administration, parks and recreation management, or a related field (Bachelors degree preferred).
- Three (3) years of progressively responsible experience managing municipal department operations; or an equivalent combination of education and experience to successfully perform the essential duties of the position.
- Familiar with general office procedures and practices.
- Must have the ability to speak and write effectively, and to establish effective working relationships with the public and fellow employees.
- Basic First Aid/CPR/AED certification
- Successfully pass pre-employment physical and drug screen.
- US Citizen.
- Valid Iowa Driver's License (at the time of appointment).
- Must be able to work evenings and weekends.

Residency Requirement

Residency within Jones County is preferred but not required.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.



Employment Application

(PLEASE PRINT)

Qualified applicants are considered for all positions without regard to race, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or hardship.

Date of Application: _____

Position(s) Applying For: _____

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative ☐ Employment Agency ☐ Other

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Phone Number (____) _____ Social Security Number _____
area code

Have you filed an application here before? Yes No Date _____

Have you ever been employed here before? Yes No Date _____

Are you currently employed? ☐ Yes ☐ No

Are you a citizen of the United States? ☐ Yes ☐ No If not, do you possess an Alien Registration Card? ☐ Yes ☐ No

If not, do you possess an Alien Registration Card? ☐ Yes ☐ No If yes, give Registration Number _____

Are you available to work? ☐ Full Time ☐ Part Time ☐ Temporary ☐ Regular

Are you on lay-off and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Do any of your friends or relatives, other than your spouse, work for the City of Anamosa? ☐ Yes ☐ No

If yes, list name(s) _____

Have you been convicted of a misdemeanor or felony within the last 7 years? ☐ Yes ☐ No

If yes, please explain _____

Have you ever been convicted of a moving traffic violation in the last 3 years? ☐ Yes ☐ No

If yes, please explain _____

Employment Experience

List each job held. Start with your Present or Last job. Include military service assignments and volunteer activities.

Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Hrly. Rate/Salary		
	Start	Final	
Supervisor			
Reason for Leaving			
Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Hrly. Rate/Salary		
	Start	Final	
Supervisor			
Reason for Leaving			
Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Hrly. Rate/Salary		
	Start	Final	
Supervisor			
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Give name, address and phone number of three references not related to you.

1. _____

2. _____

3. _____

Military

Are you a veteran of the U.S. military service? ☐ Yes ☐ No

If yes, what was your Branch of U.S. military service? _____

Education

	Elementary	High School	College/University	Graduate/Professional
School Name				
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities.				

Honors Received: _____

Summarize your office experience. List specific duties and responsibilities. List finance experience and also computer office software that you have had training and/or experience using (i.e. Excel, Word, Powerpoint, etc.). Outline tasks that you performed using the various software. Explain office experience that you have had dealing with filing, organizing, and contact with the public. If necessary use the back side of this page.

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

_____ PC	_____ MS Office Professional	_____ MS Outlook
_____ Excel_	_____ Word	_____ Access
_____ Power Point	_____ Calculator	_____ Fax
_____ Email	_____ Internet	

State any additional information you feel may be helpful to us in considering your application.

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Anamosa, whether the said records are of a public, private or confidential nature, including criminal histories. The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings) and other financial statements of records whenever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me; and the recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the City of Anamosa. I also certify that any person(s) who may furnish such information in good faith concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the City of Anamosa from any and all liability which may be incurred as a result of collecting such information.

I HEREBY SWEAR AND AFFIRM THAT EACH STATEMENT AND ALL INFORMATION IN OR SUPPLEMENTING THIS APPLICATION (PERSONAL AND PHYSICAL EVALUATION) ARE COMPLETE, TRUE AND ACCURATELY RECORDED TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE, MISLEADING AND/OR INCOMPLETE INFORMATION ON THIS APPLICATION IS GROUNDS FOR EXCLUSION FROM THE SELECTION PROCESS OR DISCHARGE IF DISCOVERED SUBSEQUENT TO EMPLOYMENT.

A photocopy and/or fax of this release form will be valid as an original thereof, even though the said photocopy/fax does not contain an original writing of my signature.

I have read and fully understand the contents of the "Authorization for Release of Personal Information".

Signature of applicant:

Date:

The City of Anamosa is an equal opportunity employer.

City of Anamosa—Applicant's Statement

I certify that answers and information given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview _____ Yes _____ No

Remarks _____

Employed _____ Yes _____ No

Date of Employment _____

Job Title _____ Dept. _____

Hourly/Salary Rate _____

By: _____
Name and Title Date