

CITY OF VAN METER, IOWA

Position Description

Director of Parks and Recreation, Facility Management and Maintenance

Department: Parks and Recreation

Reports To: City Administrator

FLSA Status: Non-Exempt

Supervises: Seasonal employees, part-time employees, volunteers, and contracted recreation instructors, as assigned.

Position Summary

Under the general direction of the City Administrator, the Director of Parks and Recreation plans, organizes, directs, and administers the City's parks, trails, recreational facilities, recreation programs, and special events. The Director provides leadership in maintaining and improving the City's park system while developing recreational opportunities that enhance the quality of life for residents.

The Director is responsible for departmental planning, budgeting, personnel supervision, capital improvement planning, grant administration, community partnerships, and customer service. The Director works collaboratively with the City Administrator, Parks and Recreation Board, City departments, community organizations, volunteers, contractors, the Van Meter Community School District, and the public to advance the City's parks and recreation goals.

Essential Duties and Responsibilities

Department Administration

- Plans, organizes, directs, and evaluates all operations of the Parks and Recreation Department.
- Develops and implements departmental goals, objectives, policies, procedures, and annual work plans.
- Provides professional recommendations to the City Administrator, Parks and Recreation Board, and City Council regarding parks, recreation programs, facilities, budgets, policies, and capital improvements.

- Prepares reports, recommendations, and presentations for the Parks and Recreation Board and City Council.
- Ensures compliance with applicable federal, state, and local laws, regulations, and City policies.

Parks, Trails, and Facilities

- Oversees the operation, maintenance, repair, and improvement of all City parks, trails, playgrounds, athletic fields, shelters, open spaces, and recreational facilities.
- Develops and implements preventive maintenance programs and long-term replacement schedules for park assets.
- Performs regular inspections of parks and facilities to ensure they are safe, clean, attractive, and properly maintained.
- Coordinates park improvement projects with Public Works, engineers, contractors, consultants, utility providers, and volunteers.
- Recommends capital improvements and assists with long-range park planning.

Recreation Programs and Community Events

- Plans, develops, coordinates, and evaluates recreational programs, special events, and community activities serving residents of all ages.
- Recruits, trains, schedules, supervises, and evaluates seasonal employees, instructors, volunteers, and contracted service providers.
- Evaluates community interests and recommends new or expanded recreational opportunities.
- Oversees facility reservations, program registrations, and related customer service activities.

Budget, Finance, and Grants

- Prepares and administers the department's annual operating budget and Capital Improvement Program requests.
- Monitors revenues and expenditures to ensure sound fiscal management.
- Researches, prepares, and administers grants and other funding opportunities that support parks, trails, recreation programs, and capital improvements.
- Develops recommendations regarding user fees, policies, and operational improvements.
- Maintains accurate departmental records, inventories, reports, and statistical data.

Personnel Management

- Supervises, mentors, and evaluates assigned employees.
- Assists in recruiting, hiring, onboarding, training, scheduling, and disciplining employees in accordance with City policies.

- Promotes a safe, respectful, and productive work environment.
- Ensures compliance with workplace safety standards and risk management practices.

Community Relations

- Develops and maintains positive working relationships with residents, volunteers, youth sports organizations, community groups, businesses, the Van Meter Community School District, and other public agencies.
- Responds promptly and professionally to citizen inquiries, concerns, and complaints.
- Promotes Parks and Recreation programs and facilities through community outreach, marketing, social media, and public engagement.

Other Responsibilities

- Assists with emergency operations and disaster response as assigned.
 - Attends evening and weekend meetings, programs, and community events as required.
 - Performs other duties as assigned by the City Administrator.
-

Knowledge, Skills, and Abilities

- Thorough knowledge of parks and recreation administration, park maintenance practices, recreation programming, budgeting, and public administration.
 - Knowledge of playground safety standards, recreational facility management, grant administration, and applicable federal, state, and local regulations.
 - Ability to develop and administer budgets and capital improvement projects.
 - Ability to plan, organize, prioritize, and manage multiple projects simultaneously.
 - Ability to prepare reports, grant applications, policies, presentations, and correspondence.
 - Ability to establish and maintain effective working relationships with elected officials, advisory boards, employees, volunteers, contractors, community organizations, and the public.
 - Strong leadership, organizational, interpersonal, customer service, and communication skills.
 - Proficiency in Microsoft Office and other software utilized in municipal operations.
-

Minimum Qualifications

- Bachelor's degree in Parks and Recreation Management, Public Administration, Business Administration, Natural Resources, Landscape Architecture, or a closely

related field. Equivalent combinations of education and experience may be considered.

- Three (3) years of progressively responsible experience in parks and recreation, municipal government, park operations, or a related field.
 - Supervisory experience preferred.
 - Experience preparing and administering budgets preferred.
 - Experience with grant writing, capital improvement planning, and project management preferred.
 - Possession of a valid Iowa driver's license or the ability to obtain one within thirty (30) days of employment.
-

Physical Requirements

The employee must be able to perform office and field work requiring walking, standing, bending, climbing, lifting up to fifty (50) pounds, operating vehicles and equipment, and working outdoors in varying weather conditions. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Working Conditions

Work is performed in both office and outdoor environments. The position requires occasional evening, weekend, and holiday work to support City meetings, recreation programs, special events, emergencies, and other departmental operations.

Disclaimer

This position description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions. The City reserves the right to revise or assign additional duties and responsibilities as necessary to meet the operational needs of the City.