CITY OF WEST UNION

CLASS TITLE: DIRECTOR OF PARKS AND RECREATION

DEFINITION: The Recreation Director creates, supervises and coordinates all Parks and Recreation activities for the city. Develops and coordinates recreation programs based upon community interests and needs.

POSITION OBJECTIVE: To provide leadership, organization, and supervision for day-to-day operations of the West Union Parks and Recreation Department and works closely with city employees.

EDUCATION:

- Minimum Associates degree from an accredited college or university in community recreation, physical education, health, or education and experience in Parks and Recreation Administration and Management. Bachelor's degree preferred.
- 4 plus years of increasingly responsible leadership experience in the field of Parks and Recreation.

SKILLS REQUIRED:

- Management, staff development and effective discipline techniques
- Interpersonal relations and conflict resolution in regard to public contact and staff supervision
- Fiscal policy control, accounting and time management
- Fundraising experience helpful
- Must be creative, enthusiastic, and resourceful
- Must be able to lift and carry 50 lbs.

RESPONSIBILITIES/DUTIES:

- Responsible for planning developing, implementing and evaluation of youth, adult, and special event programs
- Maintains accurate records, prepares monthly and other reports and provides recommendations
- Handles marketing, public relations, and volunteer recruiting and recognition
- Attends all parks and Recreation Board Meetings and functions as Board Secretary.
- Selects, trains and evaluates part-time recreation program staff and pool manager
- Maintains accurate public records and helps maintain facilities in cooperation with city employees
- Schedules activities and events in cooperation with the school district and civic groups
- Prepares program Public Service Announcements, ads, flyers, and announcements, and makes public presentations to schools and community organizations as needed.
- Prepares appropriate reports for Parks and Recreation Board Meetings

- Prepares and administers budget. This includes proposals for the new fiscal year, capital replacement improvement items and any budget amendment request during the year.
- Assures property, facilities, and equipment are maintained in good condition and repair.
- Maintains up-to-date knowledge on new equipment, materials and procedures.
- Maintains the Parks and Recreation website and Facebook page including the Calendar of Events and Activities
- Studies and reviews need for new facilities or improvements as needed.
- Attends professional conferences and meetings as required.
- Plans and researches new events and programs to meet public needs
- Requisition of equipment and supplies
- Prepare manuals and be knowledgeable of rules and regulation for all sports conducted by the department
- Provide opportunities for part-time staff development.
- Screen select, train supervise and recognize program volunteers

AQUATIC CENTER

- Must know how to swim. Lifeguard certification preferred.
- Interviews, hires staff, delegates work assignments and reviews job performance
- Prepare operation and lifeguard manuals
- Organize, advertise, and implement the Learn-To-Swim program
- Maintain and order equipment
- Review safety procedures
- Order chemicals
- Comply with Department of Public Health and Federal policies
- Work closely with staff to provide a safe, hospitable, clean facility

SPECIAL REQUIREMENTS

- Must be Certified Pool Operator, or be able to obtain within 60 days of employment.
- Must have a valid Iowa Driver's License and be insurable.
- Must be willing to work some nights and weekends as needed to provide for programming
- Must have Adult, Child, Infant CPR, AED, First Aid and maintain certification

City of West Union
Benefit Package - Non-Union & Full Time Employees

1. Retirement Benefits
   A. Social Security & Medicare
      City Contributes 7.65% of Gross and Employee Contributes same amount

   B. Iowa Public Employee's Retirement System (IPERS)
      *Regular: City Contributes 9.44% of Gross to Plan & Employee 6.29%
      *Police: City Contributes 9.61% of Gross to Plan & Employee 6.41%

   C. 457b – Additional Retirement Plan offered to City Employees and paid solely by Employee through Jason Knox Financial Service by Payroll Deduction. Can choose Amount or %.

2. Insurance (effective July 1, 2018)
   A. City will pay 100% premium to Blue Cross and Blue Shield
      *Employee payroll deduction is: Single: $25/bi-weekly payroll
      Family: $75/ bi-weekly payroll

   B. City Pays up to $1,000 per year – per family for dental/eye claims – city is Self-insured on this package. Plan also pays up to $500 for braces one time. Employee will turn in statement and be reimbursed.

   C. City pays 100% of premium for Life Insurance ($50,000) & Long Term Disability Insurance Coverage to Unum. Cost is based off Salary.

3. Paid Holidays -

New Year's Day	Thanksgiving
½ day Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	½ day New Year's Eve
Veteran's Day(if a weekday)	

4. Vacation

After 1 year	- 60 hours
After 2 years	- 80 hours
After 5 years	- 120 hours
After 10 years	- 160 hours, cap

5. Personal Days

Regular Employees	24 hours per calendar year
Library PT	24 hours if work more than 10 hours/week (no vacation offered)
Police Officers	20 hours per calendar year
Police Chief	30 hours per calendar year

6. Sick Leave
   12 days per year with maximum accumulations of 600 hours;
   3 days (24 hours) may be used for immediate family sick leave

6. Funeral Leave – refer to Employee Manual for breakdown

7. Mileage - City pays rate per mile based on iowa.gov rate for use of personal vehicle for City business