

Parks & Recreation Director, Spencer Iowa

\$72,906.24 - \$77,061.18/year DOE

This position oversees and coordinates the planning process and activities for the Parks and Recreation Department of the City of Spencer, managing the entire City Parks and Recreation Department & Cemetery Division, as a Department Head. Under the direction of the City Manager, this position reports to the City Council.

Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive:

- Oversees and coordinates activities of Parks Superintendent and Cemetery Superintendent
- Fills in for division superintendents when they are absent from work, as necessary
- Prepares departmental budget for the programs administered and controlled; prepares payroll records and expenditure reports as required by Board or City policies
- Confers with various representatives within the community regarding the development and implementation of specific programs; assists in various civic activities designed to provide financial support for ongoing and/or new programs
- Will provide recommendations to the City Manager, City Council and Parks Board regarding City of Spencer recreational programming opportunities and will work with community partners to design and implement those programs
- Attends all meetings of the Parks Board and attends Council meetings upon request
- Helps to formulate long-term plans, and to carry out specific projects and programs approved by the Parks Board or City Council
- Purchases equipment and supplies necessary to operate various facilities subject to Board and Council policies
- Supervises/participates in maintenance, repair and construction of facilities and enforces standards of cleanliness and sanitation; enforces regulations/policies pertaining to use
- Helps to negotiate contracts for management of recreation facilities and programs, or provides for supervision by other organizations or City Staff
- Actively pursue funding and grant opportunities for park and recreation programs

Experience & Skills Required

- Thorough knowledge of the principles and practices of public recreation, park maintenance, forestry and construction, and the operation of a wide variety of public facilities, including cemeteries
- Thorough knowledge of the methods, materials, tools, techniques, equipment and practices common in the Parks and Recreation field, Cemeteries, and Forestry operations
- Working knowledge of the principles and practices of public administration
- Ability to supervise and coordinate the activities of a complex organization

- Ability to exercise sound judgment and evaluate the situation and make decisions
- Ability to administer, plan and direct comprehensive programs
- Ability to analyze and prepare comprehensive reports
- Ability to communicate effectively both verbally and in writing.
- Ability to ensure compliance with and follow standard safety practices and procedures common to Municipal Parks and Recreation work
- Ability to establish and maintain effective working relationships with employees, other agencies and the public

Educational Requirements

Graduation from a recognized four (4) year college or university with a degree or major course work in park, recreation or closely related administrative or professional curriculum and three (3) years of supervisory/administrative experience in the management of a parks/recreation program or substituting completion of a Master's Degree in Parks/Recreation Administration for one (1) year of required experience.

Physical Requirements

Sufficient clarity of speech and hearing, vision, manual dexterity and use of body extremities and personal mobility, with or without reasonable accommodation, which permits the employee to promptly, accurately and safely perform the duties of this position. Work involves sitting 50 percent of the time; standing (but not walking) 10 percent of the time; standing and walking 40 percent of the time; continuously lifting objects under 10 pounds; routinely lifting objects from 10 to 25 pounds; occasionally lifting objects from 25 to 50 pounds; and occasionally lifting objects over 50 pounds. Work requires exertion of up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Other physical activities include walking, reaching, grasping, pushing, pulling, repetitive motions, stooping, kneeling, and crouching.