



## **CITY OF GRIMES SEEKS RECREATION MANAGER**

The City of Grimes seeks motivated applicants to join its team as the Recreation Manager. This is a new position that will report to the Parks and Recreation Director and will plan, direct, manage, and oversee the activities of the Recreation Department, including all sports and other recreational programming, and manage all facilities, within parameters set forth by local, state and federal authorities. The Manager will also provide direct leadership, supervision, and support to Recreation staff and contribute to the vision of exceptional City of Grimes service and amenities.

Top priorities for the position include, but are not limited to, planning, formulating, and recommending short and long-range planning and objectives for City's Recreation facilities falling within the Department. The Manager will also manage all official channels of recreation communication, including social media, email and/or other digital forms of communication, press releases, and print communication, and presents to service clubs, civic groups, City Council and other stakeholders and organizations concerning growing departmental recreation activities.

The successful candidate must be a self-starter, willing to be very hands on with the clerical and administrative tasks associated with carrying out the City's Recreation functions and be a capable and collaborative manager. A Bachelor's degree from an accredited university or college with major coursework in Parks and/or Recreation Management, Public Administration, Business, or similar field and related experience is expected. While equivalent combinations of education and experience will be considered, the City seeks candidates with eight to ten years of experience and increasing responsibilities in park and/or recreation programming, planning, management, or related roles.

The anticipated starting salary is between \$71,586.81-\$78,001.25/year (depending on experience), plus IPERS and generous insurance benefits. Those interested are encouraged to submit a cover letter, resume, and City of Grimes Job Application to Tammy Johnson at [tjohnson@grimesiowa.gov](mailto:tjohnson@grimesiowa.gov). Application materials must be submitted electronically by **October 16, 2022**.



## City of Grimes Job Description

A. Position Title	Location
Recreation Manager	Community Complex and GrimesPlex

### B. Job Specifications

<input checked="" type="checkbox"/> <b>Regular, Full-Time</b>	<input type="checkbox"/> <b>Part-Time</b>	<input type="checkbox"/> <b>Seasonal, From:</b> Click here to enter text.
<b>Department:</b>	Parks and Recreation	<b>To:</b> Click here to enter text.
<b>Reports to:</b>	Parks and Recreation Director	<b>Bargaining Unit:</b> Click here to enter text.
<b>Post Offer Testing:</b>	Click here to enter text.	<b>FLSA:</b> Exempt
<b>Civil Service:</b>	Click here to enter text.	<b>Hourly/Monthly Pay:</b> \$71,586 - \$78,001.25 annually

### C. Job Description Summary

Under the Direction of the Parks and Recreation Director, oversees all functions of the Recreation division of the Parks and Recreation Department, including managing and coordinating Recreation programming activities including art and special events at all city park facilities and all programming at the Grimes Community Complex, the GrimesPlex, and the North and South sports complexes. The Recreation Manager also manages and oversees all Recreation staff, including duty and work assignments, interviewing and hiring, reviewing job performance and related duties.

### D. Routine Job Duties/Responsibilities

<i>Description of Duty: Do not include if less than 5% of time unless essential. Be Specific without giving explicit instructions on how to perform. Use accurate adjectives and only those duties current to the position.</i>
Evaluates needs within the recreation division of the Parks and Recreation Department and recommends policy changes/developments to address those needs.
Manages and administers all recreational programming, including facility functions, at the north and south sports complexes, the GrimesPlex, the Grimes Community Complex, and the City's parks.
Strategically plans, organizes and directs all City-wide recreational programs including special events, shelter rentals, athletics, and outdoor recreation activities.
Participates in the selection, orientation, training, performance management, and discipline and serves as direct daily supervisor of employees in the Recreation division in accordance with City policy and Department goals.
Negotiates, drafts, and manages agreements and contracts with recreational users for use of public facilities and vendors and contractors for maintenance of, and repairs to, those facilities.
Assists Parks and Recreation Director in preparing and administering Recreation components of Department budget.
Establish recreation division goals, implements short-term and long-range plans, performs problem solving within division recreation functions and allocates resources to ensure efficient, effective, and sustainable operations.
Establish and maintain interdepartmental relationships as are necessary to maximize the success of recreation activities with interdepartmental dimensions.

Performs other duties as required or assigned.

**E. Periodic Job Duties/Responsibilities**

Attends professional conferences and meetings as required to represent the City and department in various local, regional, and national venues.

**F. Qualifications**

<b>Education/Experience:</b>	Requires a bachelor’s degree from an accredited college or university in community recreation, physical education, health, or education plus eight to ten years of full-time professional experience in parks and recreation with progressively increasing duties in staff management and coordination and/or oversight of a large, multi-facility set of recreational programming offerings.
<b>Skills:</b>	Collaborative, team-oriented leadership style with high communication aptitude, strong interpersonal skills, strong conflict-resolution skills with both internal and external stakeholders, and skill in staff supervision, evaluation and development and training. Skill in fiscal policy control, accounting, and time management, and ability to prepare and present accurate and reliable reports containing findings and recommendations. Skill with basic Microsoft Office suite of products and familiarity with enterprise software applications related to parks and recreation.
<b>Knowledge</b>	Comprehensive knowledge of the Parks and Recreation facilities, equipment and physical arrangements needed to implement broad, community-wide recreational programs. Mental abilities to learn, understand and process information in both favorable and stressful conditions.
<b>Licenses/Certifications:</b>	Valid Iowa drivers’ license. Must have valid CPR, First Aid, and AED Certification.
<b>Other:</b>	N/A

**G. Working Conditions**

<b>Lifting Requirements:</b> (Refer to Glossary of Terms)	A mix of sedentary and light work with occasional ability to perform in outdoor conditions, ability to perform light work occasionally exerting up to 20 pounds of force.
<b>Physical Requirements:</b> (Refer to Glossary of Terms)	Work is performed in mix of an office and outdoor setting involving intermittent physical activity. Sufficient clarity of speech, hearing, vision and other communications capabilities, with or without reasonable accommodation which enables the individual to communicate effectively. Must also possess manual dexterity, with or without reasonable accommodation, to operate a personal computer and related office equipment.
<b>Safety Hazards:</b> (Refer to Glossary of Terms)	Occasional exposure to fumes, dust, extreme temperature, wet/humid conditions, and noise.

**H. Disclaimer**

*This job description reflects the administration’s assignment of essential functions; and nothing herein restricts the administration’s right to assign or reassign duties and responsibilities to this job at any time (with Union contract guidelines if applicable). This Job Description is not to be construed as a contract for employment.*

**I. Pre-Employment Screening**

Action Required	Result	Date
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<input checked="" type="checkbox"/> <b>Reference Check</b>	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> <b>Credit History</b>	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> <b>Education/License Credentials</b>	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> <b>Criminal Records</b>	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> <b>Employment Verification</b>	Click here to enter text.	Click here to enter text.

**J. Review**

<b>Compensation Review/Approval</b>	<b>Date:</b>
<b>City Administrator/Department Director Signature</b>	<b>Date:</b>
<b>Reviewed with Employee by:</b>	<b>Date:</b>
<b>Employee Signature</b>	<b>Date:</b>