

Job Title: Park and Recreation Director
FLSA Status: Exempt
Job Status: Fulltime/Medium Duty – appointed by and working under the direction City Manager with recommendation of the City Council and Board of Park Commissioners for appointment

Essential Duties Required:

- Plans, organizes, and directs the functions of the Parks and Recreation Department staff, including parks, recreation, pool, trails, and campground.
- Responsible for the maintenance of the Decorah Municipal building.
- Prepares and monitors annual department budgets and capital projects.
- Ensures compliance with all City policies, procedures, and programs. Including expenditures pursuant to established purchasing policy.
- Completes annual performance evaluations in a timely manner and works with employees to resolve performance issues. Takes timely and appropriate disciplinary actions.
- Advises the Park Board of Commissioners on recommendations for the advancement of park and recreation services within the community.
- Attends City Council meetings and Park Board of Commissioner meetings.

Additional Duties Required:

- Oversees the development and supervision of programs and when necessary develops and supervises personally a broad program of recreation activities and services to meet the needs and desires of the community.
- Work with other community organizations when possible to promote and help provide worthy leisure-time activities.
- Recruits, selects and supervises all full-time personnel.
- Hires personnel to operate department and assists in the hiring of other part-time personnel when necessary.
- Plans, organizes, and assists in the conducting of continuing in-service training programs for employees.
- Speaks to service clubs, civic groups and on the radio to promote the activities of the department.
- Prepares and recommends the adoption of long range and immediate plans to meet community needs for adequate recreation programs, personnel, and facilities.
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Skills, Knowledge and Abilities Required:

- Ability to establish and maintain good working relations with the Park Board of Commissioners, City Council, community agencies, other city personnel and general public.
- Understand and carry out oral and written directions.
- Must be able to communicate effectively using both written and oral methods.
- Must possess strong computer skills, including basic Microsoft-based applications.
- Maintain regular and dependable attendance.
- Knowledge of the principles, practices, and techniques, as well as current literature, trends, and developments within the field of parks and recreation.
- Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner.
- Knowledge of personnel and management principles, programs and practices, including optimum use of human and material resources.
- Ability and willing to respond on an on-call basis when necessary.

Qualifications:

- High school diploma or equivalent required.
- Post-secondary education in Management, Leisure Services, or a related field desired.
- Five years supervisory or management experience.
- Parks or recreation experience is preferred.
- Valid drivers license.

Physical, Mental, and Visual Effort

- May work either indoors or outdoors as required.
- Primarily required to sit, with occasional standing and walking.
- Regularly uses hands and fingers to operate basic office equipment, including computer, telephone, copier, and fax machine.
- Regularly communicates with others through speaking and listening.
- Requires close vision and the ability to adjust focus; also requires some distant vision.
- In rare cases, required to climb, turn, stoop, kneel, and crouch when inspecting Parks and Recreation facilities and projects; reach and handle objects.
- Must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.
- Must be able to exert up to fifty pounds of force occasionally; exert up to twenty pounds frequently; exert negligible force on a regular basis to lift, carry, push, pull, or otherwise move objects, including the human body.
- Position will require occasional travel, work outside the office, and participation in meetings and training sessions as a representative of the City of Decorah.

The City of Decorah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

Position is subject to pre-employment physical exam including drug and alcohol testing and is subject to DOT drug and alcohol testing requirements.

Note: This job description includes the primary job duties and requirements for this position. However, it is not intended to provide an exact description of all job duties and requirements. The City reserves the right to change this job description at any time.

The City places a high premium on its' image and, as such, expects all employees to consistently behave in a manner which reflects positively upon the City of Decorah

I, hereby attest, I can perform the essential functions as noted on this job description with or without a reasonable accommodation.

Further, I fully understand the physical requirements, working conditions and position duties as outlined in this job description and am willing to perform said duties as required.

Additionally, I understand this job description may be revised as conditions mandate.

Candidate

Date