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# MARSHALLTOWN

I O W A

The City of Marshalltown is an equal opportunity employer

## Position Announcement

24 N Center Street, Marshalltown, IA 50158

Ph 641-754-5704

[www.marshalltown-ia.gov](http://www.marshalltown-ia.gov)

[hr@marshalltown-ia.gov](mailto:hr@marshalltown-ia.gov)

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**Position:** Park and Recreation Director  
**Department:** Park and Recreation  
**FLSA Classification:** Full Time Exempt  
**Pay Range:** Non union pay matrix Grade 13  
\$108,665 – 146,142

**Application Process:** All applicants must submit the following materials:

- ~ **City of Marshalltown Employment Application.** Applications can be found at [www.marshalltown-ia.gov](http://www.marshalltown-ia.gov) under employment opportunities;
- ~Cover letter, resume and professional references.

Employment application should be completed electronically and sent to the City of Marshalltown Human Resource Department either by email [hr@marshalltown-ia.gov](mailto:hr@marshalltown-ia.gov) or printed and sent to **City of Marshalltown Attn: Human Resources, 24 N Center Street, Marshalltown, IA 50158. Please do not fax materials as these will not be accepted.**

**Date posted:** September 27, 2024

**Closing Date:** October 25, 2024 at Noon

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### General Statement of Duties

Manages the operations and activities of the City's Parks and Recreation Department; does related work as required.

### Distinguishing Features of the Class

This is highly responsible management and administrative work involving the planning, direction, and supervision of the operations and activities of the City's Parks and Recreation Department. The work is performed under the general direction and supervision of the City Administrator but extensive leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the City Administrator, Mayor, members of the City Council, department supervisory personnel, representatives of other local and state parks and recreation agencies and organizations, City department directors and division managers, news media representatives, and the general public. Supervision is exercised over the work of all employees in the Parks and Recreation Department.

### Examples of Essential Work (Illustrative Only)

- Plans, organizes, directs, supervises, and coordinates the operations and activities of the City's Parks and Recreation Department, including its various divisions and units and related operations and activities in consultation and collaboration with department supervisory personnel and the City Administrator;
- Meets and consults with representatives of other City and County agencies and community groups and organizations to coordinate all phases of the City's parks and recreation programs and activities;
- Establishes functional organizational units within the department and its various divisions and designates personnel to direct and supervise such units;
- Establishes and oversees implementation of an annual work program defining the objectives of the department's divisions and units within the goals of the City;
- Prepares annual budgets, meeting agendas, and various reports for the department and maintains related records;
- Develops goals, plans, and measurements for the identification and evaluation of the City's parks and recreation needs and activities;
- Establishes and implements broad departmental planning and operational policies, processes and

- procedures in consultation with the City Administrator and the department's supervisory personnel;
- Conducts regular and special meetings of supervisory personnel to review the adequacy of existing policies and procedures and makes modifications as necessary;
- Oversees the assignment of department personnel and the coordination and control of their activities;
- Revises programs and operational procedures to keep abreast of changing trends and practices in the fields associated with parks and recreation and changing conditions in the City;
- Coordinates the preparation of the department's operating budget and controls expenditures of departmental appropriations;
- Supervises the planning and conducting of in-service training programs and personally participates as necessary in training members of the department in procedures, duties, and use of equipment;
- Receives and responds to complaints, attends meetings, and performs other duties in explaining the operations and activities of the department and promoting community support of parks and recreation operations, activities, and programs;
- Prepares and presents departmental budgets to City Administrator and City Council with cooperation and assistance of department Superintendent and Supervisor;
- Monitors expenses and revenue receipts to assure conformity with budget;
- Studies and reviews potential parkland acquisition, design, and development;
- Reviews site plans and development documents as proposed for park or facility construction;
- Regularly reviews programs and problems of each division or section with the Superintendent or Supervisor;
- Initiates or authorizes and frequently participates in preparation of studies and reports pertaining to activities and functions of Park Department, quarterly reports, and maintenance studies;
- Prepares press releases and serves as department representative to media;
- Completes and submits all grant applications and serves as primary department representative for this function;
- Completes and submits all grant applications and serves as liaison with grant agencies;
- Authors text and coordinates staff-prepared graphics for donation and fund drive brochures;
- Conducts negotiations with concessionaires and drafts concession agreements as needed;
- Develops department policies and procedures;
- Drafts and updates manuals, policy statements, park use, and fee policies;
- Reviews, approves, and signs requests for payments, status reports, promotions, personnel progress reports, and other items;
- Attends meetings convened by other agencies whose activities or objectives are related to the Park and Recreation Department;
- Answers questions from the public relating to the department's activities and policies;
- Makes periodic inspections of parks and recreation properties, facilities, and equipment to assure that the standards of maintenance and are achieved;
- Attends meetings, conferences, and workshops as requested and authorized;
- Performs related work as required.

**Required Knowledge, Skills, and Abilities**

- Comprehensive knowledge of all phases of community recreational work and its administration;
- Comprehensive knowledge of the principles, materials, and practices used in park and playground planning, development, maintenance, repair, and management;
- Comprehensive knowledge of parks and recreation development planning for long-range needs of the community, environmental enhancement, property preservation, and aesthetic values;
- Comprehensive knowledge of landscaping, horticulture, and general construction applied to building and grounds construction and maintenance;
- Knowledge of aquatic center operators and management;
- Knowledge of trail development and maintenance;
- Thorough knowledge of methods, equipment, and materials used in parks and grounds maintenance and repair;
- Ability to plan and direct the design and development of park and recreational facilities and improvements;

- Ability to assign, train, schedule, prioritize, supervise, and evaluate the work of others;
- Ability to prepare activity reports, job cost estimates on short and long-range projects, and to prepare budget estimates;
- Ability to communicate well with community and recreational group representatives, park and recreation system users, and the general public both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with the City Administrator, Mayor, members of the City Council, other City department directors, supervisors and employees, volunteers, community organizations, news media representatives, and the general public;
- Ability to prepare accurate and reliable reports containing findings, conclusions, and recommendations;
- Ability to operate a personal computer using standard word processing, spreadsheet, and database applications appropriate to assigned duties;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of management and administrative tasks with accuracy and speed under the pressure of time-sensitive deadlines and emergency situations;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise ingenuity and inventiveness in the performance of assigned tasks.
- Ability to communicate in English.

#### **Acceptable Experience and Training**

- Graduation from a college or university of recognized standing with a Bachelor's degree in recreation management, public administration, or a closely related field; and
- Six years of experience in parks or recreation management, including supervisory experience as minimum requirement; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Possession of a valid Driver's License issued by the State of Iowa;
- Iowa Certified Pool Operator within 6 months of hire date.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others, both in person and by telephone;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to observe and monitor parks and recreation program operations and activities and produce a variety of hand written or computer generated reports;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard and produce reports, grants, and contract documents;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to visit and inspect parks and recreation buildings, facilities, and program operations at a variety of locations throughout the City;
- Ability to pass employment physicals including but not necessarily limited to drug testing.

#### **Essential Working Conditions**

- The noise level in the work environment is usually moderate.

## City of Marshalltown Benefits & Retirement Information

### Insurance

Employees and their eligible dependents are eligible for group health coverage on the first day of the month immediately following start date of employment

### Medical/Dental

- Health Partners
- \$20 Office visit co-pay; \$500 single/\$1,000 family deductible; \$1250 single/\$2500 out of pocket maximum
- Major medical 90%/10% co-insurance if PPO providers are utilized
- Annual wellness/preventive benefits paid at 100% for eligible routine physicals, vision exams, etc.
- Prescription drug plan coverage along with mail order prescription drug service available for maintenance medications in a 90-day supply for the cost of \$60 per 90-day prescription for brand name and \$30 per 90-day prescription for generic.
- Dental plan covers preventive check up at 100%, along with 80% coverage for basic services (fillings, root canals) and 50% coverage for major services (bridges, crowns). \$1,500 annual benefit maximum per plan member and \$1,500 orthodontia lifetime benefit per plan member.

### Voluntary Avesis Vision Plan

- Annual allowance for contact lenses or frames and lenses; Discounts for Lasik Surgery

### Life Insurance

- Employee Life insurance and AD&D of one times the employee's annual salary paid at 100% by the City.
- Supplemental term life insurance may be purchased for the employee up to \$300,000.
- Life coverage may be purchased for spouse up to \$150,000, and for eligible dependent children (\$2,000, \$5,000 or \$10,000).

### Long Term Disability Insurance

- 180 day waiting period for benefits begin); Benefit is 60% of base salary with a maximum of \$3,000/month

### Flexible Benefit Plan

- Medical and/or Dependent care spending accounts may be established that allow an employee to set aside a portion of earnings to pay for unreimbursed medical care and/or dependent care expenses on a pre-tax basis.

### Employee Assistance Program

- Available at no cost to the employee and family members to provide short-term counseling, referral services, and resources to assist with personal issues.

### Vacation

Negotiable

### Paid Holidays & Personal Days

9 paid holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, and a Floating Holiday for Christmas) and 2 personal days granted on employees anniversary date.

### Sick Leave

Sick leave is earned from the first pay period of employment. A full-time employee will earn four hours per each two-week pay period, to a maximum accumulation of 1,040 hours.

### Retirement plan

Employees in this classification of employment are required by state law to contribute to the Iowa Public Employees' Retirement System (IPERS). The employee's contribution rate is 5.95% of covered wages and the employer's contribution rate is 8.93%.

### Continuation of health/dental insurance when no longer employed by the City

Non-union City employees who are covered by the City's group medical/dental plan and life insurance on the day prior to a defined "normal" retirement with IPERS or termination of their employment due to a disability are eligible to continue their existing group coverage. The City pays 50% of the premium for non-union employees (including spouse and eligible dependents covered by the plan) who have at least 15 years of continuous service in a position that was eligible for insurance benefits.

### Retirement Health Savings Plan

Upon separation of employment or retirement with the City, all unused and accrued vacation time and any eligible sick time payout (25% payout for employees who have a normal retirement and have 15 years of service or more) will be converted into a RHS account on a tax deferred basis. These RHS account dollars can be used to pay for medical expenses such as: health insurance premiums, Medicare premiums, COBRA premiums, co-pays, deductibles, prescriptions, and other qualified expenses defined by the IRS.

### Deferred Compensation and Individual Retirement Accounts (IRAs) (Policy 3.14)

Deferred compensation (Section 457 of the IRS code) is a method to enable public employees to defer federal and state income taxes on a portion of their savings. Taxes are paid on the savings and earnings when withdrawn, usually during retirement, when the employee is presumably in a lower tax bracket. ICMA (International City/County Management Association) administers the City's deferred compensation plans and both traditional and Roth IRAs. These plans are available for regular employees who are regularly scheduled to work at least 520 hours per year. Employees may elect to contribute to these plans through payroll deductions.