



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	PARKS AND RECREATION DIRECTOR		
Department:	Parks and Recreation		
Supervisor:	Park Board		
Date:	December 2013, Revision 1	Position No.	PR/1
FLSA Status:	Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for directing the operations of the Parks and Recreation Department and the direct and indirect supervision of all related personnel.

Job Scope:

The purpose of this position is to direct the operations of the Parks and Recreation Department. Successful performance helps ensure the provision of quality parks and recreation services to citizens.

Essential Duties and Responsibilities:

1. Directs and supervises daily operations of the department.
2. Develops and administers park projects in conjunction with the department's five-year master plan.
3. Develops and administers a comprehensive recreation program for city residents.
4. Develops the annual department budget; monitors expenditures under the current budget.
5. Oversees the hiring and supervision of all personnel associated with all department programs.
6. Coordinates special projects with architects, contractors etc. from the planning phase to completion.
7. Coordinates athletic schedules and facilities use with local high schools.
8. Oversees a vast youth program in conjunction with outside boards, including girls' softball, youth soccer, Little League baseball, legion baseball, and youth football; coordinates scheduling and facilities use.
9. Communicates with program participants and the general public regarding department services and activities.

10. Performs public relations duties: appears on radio talk shows, gives newspaper interviews, makes presentations to local civic groups and organizations, and participates in Chamber of Commerce functions; serves on local boards and committees.
11. Provide leadership to the Park Administrative Board
12. Inspects parks and facilities on a daily basis for complaints, vandalism, and safety-related issues.
13. Evaluates existing programs; develops and implements new programs.
14. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Bachelor's degree in Park Management, Leisure Management or related field from an accredited college
2. 5 years of experience in Parks and Recreation or a related field with a minimum of 3 years supervisory experience
3. Missouri driver's license
4. Must agree to be subject to on-going random drug screen throughout employment

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of parks and recreation program administration.
2. Knowledge of city and department policies and procedures.
3. Skill in organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
4. Skill in operating a computer and various software programs.
5. Skill in delivering public presentations.
6. Skill in interpersonal relations.
7. Skill in oral and written communication.
8. Knowledge of the rules of a variety of sports.

Guidelines:

1. City ordinances, department policies and procedures.
2. Park Board directives and the rules manuals for a variety of sports.
3. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing departmental guidelines.

Complexity:

The work consists of varied duties related to directing the operations of the Parks and Recreation Department. Changing priorities contribute to the complexity of the work.

Principal Working Relationships:

1. Co-workers, other city employees.
2. Park Board and City Council members, representatives of state agencies, business leaders.
3. Members of churches and civic organizations, social services providers, contractors, vendors, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over Parks Superintendent, Assistant Parks Superintendent, Recreation Superintendents(s) and Senior Administrative Assistant.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.