

City of Winterset, Director of Parks and Recreation

Revised Nov 2019

General Description: The Director of Parks and Recreation is responsible to the policy-making Winterset Parks and Recreation Board, and City Administrator to provide quality recreation programs and park facilities, maintain and promote development of old and new park areas and to supervise all department employees.

Duties: Plan, lead, coordinate, supervise and evaluate the Park and Recreation Department including programs, all city park facilities and related open spaces including aquatic center, sports fields, and campground. Administer department policies with directives from the Park and Recreation Board. Develop long-range plans in order to better carry out policies and goals to move the department forward in a positive manner. Review department performance and effectiveness and formulate programs or policies to alleviate deficiencies. Lead efforts to engage citizen involvement for new park and recreation projects/programs and the improvement of existing facilities and programs. Establish close working relationships with other City Departments, civic organizations and community agencies. Develop a volunteer program and recruit volunteers. Coordinate efforts to provide a well-rounded park and recreation operation including recreation activities for all ages/abilities, effective park maintenance and planning program. Assure that department personnel comply with applicable occupational health and safety standards; maintain discipline conduct and appearance; and assure custodial maintenance duties are performed in a timely manner. Prepare annual department budget with City Administrator. Continue to find alternative sources of funding for projects and programs. Assist with administration, implementation and exercise control over expenditures of budget and other funding. Prepare and submit monthly and other reports to the WPRD Board regarding department activities. Prepare and review necessary reports with City Administrator and City Council as requested. Prepare WPRD Board meeting minutes and other appropriate documents and supervise the keeping of these records for further reference. Promote, review and analyze the Park and recreation programs to the general public. Educate the public by interpreting departmental and Board philosophy. Lead efforts to determine community park and recreation needs and interest. Hire and effectively train park and recreation employees including two full-time and 50 seasonal staff. Attend conferences and meetings to keep current in the field. Develop a strong network of professionals in the field. Perform related work as required.

Qualifications: Knowledge of principles and practices of public recreation and park maintenance, development and operation of a wide variety of facilities. Knowledge of methods, materials, tools, techniques, equipment and common practices in parks and recreation field. Knowledge of the principles and practices of public administration. Ability to supervise and coordinate the activities of a complex organization. Ability to exercise sound judgement 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 verbally and in writing. Ability to establish and maintain effective working relationships with employees, other agencies and the public. Ability to insure compliance with and follow standard safety practices and common procedures for parks and recreation operations.

Experience and Training: B.A. in Park and Recreation or related field with minimum of 5 years supervisory experience, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.