

CITY OF HELENA



Position Title: Parks and Recreation Director

Department: Parks Admin.

Position #: 16002

Grade: 166

EEO Category: (02) Professional

FLSA: Exempt

EEO Function: (06) Natural Resources

Work Comp Code: 8743

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Parks and Recreation Department including recreation, parks, aquatics, tree maintenance, weed control, open lands, golf course and community facilities functions and services; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED

Supervised by the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Parks and Recreation Department services and activities including the development of recreation and aquatic programs and the planning, design, development, and operation of parks, boulevards, recreational and cultural facilities, playgrounds, golf course, and related City owned properties.

Manage the development and implementation of Parks and Recreation Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Manage and direct programs, services and maintenance of recreational and community facilities including parks, gardens, playgrounds and equipment, golf course, swimming pool, outdoor skating rinks, tennis courts, ball fields, paths and trails, historic cemetery and related grounds encompassing the City and natural open lands.

Direct the acquisition, planning, design, construction, improvement, and maintenance of all areas and facilities that are the responsibility of the Department.

Oversee the preparation of contract bids and construction specifications for City property improvements and maintenance; review and approve landscape proposals for private developments; perform field inspections; manage construction projects in connection with new and existing park developments.

Represent the Parks and Recreation Department to other City departments, elected officials and outside agencies; explain and interpret Parks and Recreation Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Parks and Recreation Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Important & Essential Duties cont.:

Plan, direct, and coordinate the Parks and Recreation Department's work plan; evaluate community needs and recommend programs and services to meet those needs; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Parks and Recreation Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Ascertain present and future needs for parks, open space, recreational facilities, equipment, and programs; prepare long-term plans to meet these needs including the budgetary requirements.

Consult with Boards, committees, community groups and individuals to determine program needs, area and facility requirements, and improvements; interpret scope and purpose of present operations and point out deficiencies and areas in which expansion and improvement are needed.

Coordinate Parks and Recreation Department activities with those of other departments and outside agencies and organizations; confer with other local, regional, State, and National government and voluntary agencies concerned with recreation, parks, conservation, and other recreation resources to develop cooperative planning and working relationships.

Work with citizen and other public groups to bring about coordinated, effective use of the City's parks and recreational facilities; negotiate terms and conditions; prepare agreements for groups' use of City-owned facilities; administer all department agreements and contracts.

Provide staff assistance to the City Manager and City Commission; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Parks and Recreation Department programs, policies, and procedures as appropriate.

Prepare applications for state, federal and private grant programs; administer grants received for parks and recreation projects and services.

Participate in labor negotiations with the City labor unions.

Serve as City staff representative to the City-County Parks Board, Helena Open Lands Management Advisory Committee (HOLMAC), and Golf Advisory Board; serve as technical advisor to these groups and submit regular reports pertaining to their scope of work; compile and interpret data for reports and memoranda.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks and recreation services and facilities.

Serve as City Manager upon the request or absence of the City Manager.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor

instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive parks and recreation program.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Modern principles, practices, and techniques of parks and recreation administration, organization, and operation.

Facilities and equipment required in a municipal parks and recreation program.

Principles and practices of landscape architecture, horticulture and general construction.

Technical, legal, financial, and public relations issues involved in the conduct of municipal parks and recreation programs.

Occupational hazards and standard safety practices necessary in the area of park services and maintenance.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Skill to:

Operate modern office equipment including computer hardware and software.

Ability to:

Provide administrative and professional leadership and direction for the Parks and Recreation Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient parks and recreation services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community, City Manager, and City Commissioners' issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Design and prepare landscape and construction plans for parks and recreation related facilities.

Prepare clear and concise administrative and financial reports.

Ability to cont.:

Read, interpret, and understand technical data, blue prints, and drawings in the areas of landscape design and in the general building trades.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Six years of responsible parks and recreation experience including three years of management and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in parks administration, horticulture, landscape architecture, recreation administration, business administration, or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some exposure to outdoors; ability to sit, stand, walk, twist, see, and lift 50 lbs.; exposure to cold, heat, noise, distinguish color, ability to travel to different sites and locations.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____