

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB361 Parks & Recreation Director
POSITION #/TITLE: 2425 Parks & Recreation Director	Adopted: 06-07
	Revised: 05-14

POSITION DESCRIPTION

Dept: Parks & Recreation	Manager Level: Director
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 24
Reports To Position #/Job Code #/JC Title: 2353/CN001/City Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Provides executive leadership, administration and direction of the operational, financial, personnel, and capital improvement activities of the Parks and Recreation Department which includes the following areas: Recreation, Parks, Ushers Ferry Historical Village and Golf.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all employees within the department.

Examples of Essential Work (Illustrative Only)

Directs, plans and promotes a comprehensive parks and recreation program, including parks, golf, recreation, historical village, indoor and outdoor swimming pools and aquatic centers, recreation/cultural activities for the community;

Initiates staff recruitment, selection, training, and discipline of all department employees;

Develops and implements policy affecting all aspects of the parks and recreation program;

Continually evaluates the effectiveness of the parks and recreation programs and facilities and makes recommendations to the City Manager, City Council and other Boards and Commissions as directed;

Interfaces with the City Manager and provides information, alternatives and recommendations for decision-making, policy adoption and special projects studies;

Prepares and provides budgetary direction for the department, including coordination of operating, capital improvement budget, budget analysis and budget decisions;

Prepares financial plan; develops goals and objectives; reviews and approves expenditures; prepares budget amendments and develops fees and charges;

Performs long-range planning to include the development and implementation of the department's master plan;

Performs public relations functions for parks and recreation programs such as responding to public comments, complaints concerning program activities and service requests; represents the department at Council meetings and community functions;

Studies population growth patterns, community conditions and develops long-range plans to meet parks and recreational needs of the community;

Develops cost estimates, assist with project design, compiles specifications, solicits and accepts bids, manages projects and administers contracts. Approves and assigns work in progress and inspects completed projects for parks, recreation facilities and golf courses. Provides project direction as needed;

Conducts annual performance appraisals of staff and ensures annual performance appraisals of subordinate staff are conducted. Plans for staff training and development;

Assigns and reviews the work of support staff. Listens to concerns and takes appropriate action;

Conducts meetings and planning sessions with departmental staff, affiliate groups, other city departments, other agencies and the general public;

Provides staff support and technical assistance to the Recreation Commission, Ushers Ferry Commission and the Riverfront Commission;

Plans, organizes, directs and evaluates the work of Departmental Managers in implementing the expressed goals, policies and directives of the Department;

Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations;

Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Division or Departmental operations;

Provides status reports to the City Manager on Departmental operations, any major shift in policies or procedures and recommendations for future development;

Oversees the development and implementation of operations within the department and looks at the impact of these operations on other City operations;

Oversees the development and implementation of performance measures and benchmarks within the department;

Participates in various aspects of personnel administration within the Department, including hiring, termination, grievance procedures and coordinating employee training;

Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

Reviews department customer service practices to ensure department is meeting the needs of internal and external customers;

Establishes continuous improvement process in the department;

Conducts timely performance reviews and monitors performance and staffing needs;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge and demonstrated ability to apply principles, methods, techniques and practices of contemporary public parks and recreation programming, administration, and landscape architecture and horticulture;

Thorough knowledge of methods and techniques of park development, beautification, and maintenance in order to review work and resolve problems;

Thorough knowledge of golf, park, and zoo operations, including facility maintenance operations and planning;

Comprehensive knowledge and demonstrated ability to articulate a vision of the role of community recreation and park development and preservation in society;

Good knowledge and demonstrated experience in statistical techniques and analysis of data;

Good knowledge of personal computers and their applications;

Ability to communicate both verbally and in writing, including public relations functions, responding to public comments and complaints, preparing and presenting reports and studies and negotiating contracts for concessionaires;

Ability to manage and direct a professional staff by ensuring the quality and efficiency of work, the understanding of their responsibilities and the resolution of their questions;

Ability to plan, develop, and administer operating and capital budgets;

Ability to provide evidence of continuing professional development through attendance at workshops, professional development courses, conferences, professional writing, presentations, etc.;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in recreation management, park management or related field, with a Master's Degree preferred; and

Extensive experience in Parks and Recreation administration and management; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

National Recreation & Parks Association (NRPA) recognized certified Park and Recreation Professional preferred.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hardcopy form;

Sufficient manual dexterity, which permits the employee to operate a keyboard and produce hand-written materials and notations, and on occasion operate parks and recreation equipment;

Sufficient personal mobility, which permits the employee to visit various work sites in the City and to attend a wide variety of parks and recreation events.