

CITY OF POST FALLS

CLASS SPECIFICATION

PARKS AND RECREATION DIRECTOR

Pay Grade: 20
FLSA Designation: Exempt

Updated: 3/14/2024

General Statement of Duties

Plans, directs, organizes, and evaluates the functions and operations of the Parks and Recreation Department; performs related work as required.

Classification Summary

The primary function of an employee in this class is to perform a variety of management, administrative, supervisory, and technical duties in planning, organizing, coordinating and directing all phases of Parks and Recreation Department programs and functions. The position directly supervises the Park Manager, Recreation Manager, Parks Planner and Cemetery Sexton positions and indirectly manages the remaining fulltime, part-time, and seasonal staff and volunteers. The Parks and Recreation Director reports to the City Administrator and Mayor although extensive latitude is allowed for independent judgment and initiative. The principal duties of the position are performed in a general office environment and outdoors which may include exposure to hazardous weather conditions.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Plans, directs, and leads the daily and long-range operations of the department and staff;
- Determines priorities, establishes goals and objectives, and develops policies and procedures of the department;
- Plans, coordinates, and supervises park maintenance, improvements, and new developments;
- Plans, organizes, supervises and evaluates recreation programs and activities; meets with staff and evaluates current programs and plans new programs;
- Administers and supervises operations of the City Cemetery;
- Administers and supervises the Urban Forestry program;
- Administers and supervises the park construction and development program;
- Works with newspapers, radio stations, schools, citizens and service clubs promoting recreation programs; provides a positive image of recreation programs, health and fitness; markets programs for increased registration and public awareness;
- Identifies revenue generating ideas to enhance funding opportunities for the department and City;

- Prepares reports for the Mayor, City Council and other City leaders;
- Acts as advisor to City Parks and Recreation Commission;
- Meets with and coordinates activities with sports and recreation associations and other parks and recreation providers;
- Determines staffing needs, hires, fires, trains, evaluates, and disciplines employees;
- Prepares annual departmental budget, monitors budget, approves payments, implements cost saving measures, and makes recommendations to City Council on fee increases for programs; supervises the complete financial records for the department;
- Assists in or develops plans for acquisition, design and construction of park and recreational facilities, including needs assessments;
- Coordinates programs with local school district and higher educational institutions to arrange for facilities; assists in long-range planning with education staff on joint projects;
- Serves as advisor and/or liaison to various boards, committees and commissions, representing the City's interests in park and recreation services;
- Inspects and evaluates City-owned property, facilities, and equipment for public safety and use;
- Writes proposals for federal, state, local, and private grants and special funding;
- Prepares contractual bid documents, reviews and recommends bid awards to Council;
- Oversees and organizes special projects with volunteer organizations and intergovernmental and inter-agency projects and programs;
- Listens and responds to complaints and concerns from citizens about programs, facilities, and policies; develops effective solutions; keeps all parties informed;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Other Duties and Responsibilities

- On call after regular work hours to respond to emergency situations and attend meetings;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Park maintenance, operations;
- Park acquisition, planning, development, and construction;
- Recreation program development, coordination, management and evaluation;
- Urban forestry practices, principles, and objectives;
- Cemetery operations, including current industry standards and federal, state, health, and other applicable regulations;
- Federal and state requirements, e.g., ADA, playground safety, health codes, design standards;
- Special event planning, administration, risk management, and operations;
- Principles, policies, and objectives of customer service;

- Principles and methods of risk management, including facility design, current regulations and standards, playground safety, equipment safety, training, and staff practices;
- Marketing and other promotional techniques;
- Revenue generation methods and control;
- Budget preparation and projections, basic accounting and fundraising methods;
- Current office practices and procedures;
- Effective communication techniques with individuals and small and large groups;
- Project planning, design, coordination, implementation, and management;
- Supervision and management principles and practices;
- Facility management and related safety requirements;
- Grant writing;
- Conflict resolution.

Ability to:

- Administer a variety of effective recreation and programs and activities;
- Administer multiple park construction and development projects;
- Administer parks maintenance, operations, and development programs;
- Effectively market and promote programs and special events;
- Prepare and present budget estimates;
- Direct, motivate, develop, train, and evaluate subordinates;
- Administer contracts;
- Read and interpret maps, blueprints, regulations, and diagrams;
- Establish partnerships with community leaders, businesses, sports associations, educational groups, and local citizens;
- Facilitate and maintain effective working relationships with committees, commissions, Boards of Directors and
- Establish and maintain effective working relationships with government officials, other employees, outside agencies, committees, commissions, boards of directors, and the public;
- Evaluate park and recreation facilities and equipment for safety and playing conditions;
- Communicate effectively verbally and in writing;
- Operate a motor vehicle and park equipment;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Perform a wide variety of complex duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;

Acceptable Experience and Training

- Bachelors degree in parks and recreation management or a related field; and
- Five (5) to seven (7) years experience parks and recreation, preferably in a leadership role; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho drivers license;
- Certified Parks and Recreation Professional (CPRP).

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate with others in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions; observe and determine park and recreation program effectiveness; and prepare and evaluate a variety of written and text documents, including maps and blueprints;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a motor vehicle, a personal computer, and standard office equipment;
- Sufficient body mobility, flexibility, and agility to work in an office environment and in outdoor conditions.