



Position Title:	Parks and Recreation Director
Department:	Parks & Recreation Department
Supervisor:	City Administrator
Supervision Exercised:	Employees of the Parks Department
FLSA Status:	Exempt
Average Hours Per Week:	40
Position Type:	Full-Time, Benefits Eligible
Pay Grade Level:	16
Location:	City Hall, 2135 South Ammon Rd.
Last Updated:	September 7, 2022

General Purpose

The Parks and Recreation Director manages and supervises the activities, maintenance, recreation, public use, public accommodation, planning, future visioning, and improvement of all parks in the City of Ammon. This position reports directly to the City Administrator and is responsible for developing and implementing an annual budget, as approved by the mayor and city council.

Supervision Received

- Works under the supervision of and reports directly to the City Administrator.

Supervision Exercised

- Supervises all employees of the Parks Department

Essential Duties and Responsibilities (Illustrative Only)

- Provides general guidance and direction to Department Superintendent and managers responsible for parks and recreation daily operations.
- Evaluates employee performance and makes final decisions regarding personnel actions, such as hiring, promotion, advancement, discipline, dismissal, discharge, and suspension.
- Recommends land acquisition and facility construction and / or improvements for consideration and approval of appropriate local officials. Further designs and prepares required drawings for parks and facilities and project manages the same such as project needs, personnel, equipment and materials as needed. Further, makes technical decisions affecting parks and recreational facility layouts, playing fields and other park and recreational facilities.
- Evaluates and determines the City parks and recreational needs and demands; determines programs, activities and facilities required to meet the public needs and interests. In addition, planning, coordinating and organizing for the implementation of the same. Seeks to provide worthwhile recreational programs.
- Monitors the use of City parks, playgrounds, swimming facilities, athletic fields, to make certain that program and facility needs are achieved. Modifies goals and objectives to conform to changes in public attitude and practices.



- Evaluates and inspects park and recreation facilities for public and employee safety. Further, investigates public complaints and criticism and takes action as required where applicable with City parks and recreation.
- Researches Federal, State, Municipal and private organizations in preparing and administering park and recreational grants. Confers with special interest groups and citizen committees concerning parks and recreation.
- Prepares and proposes departmental budgets during budget preparation period, monitors parks and recreational expenditures to make certain of budget conformity, evaluates cost effectiveness of purchases (equipment, programs, facilities, and etc.) and makes budget recommendations to city council as required.
- Reviews and approves maintenance procedures, reports and records for departmental equipment, park and recreational facilities including right-of-way and public green space weed control.
- Serves as Municipal Forester, City Arborist, and city professional weed control applicator and establishes and monitors all programs to the same.
- Reviews and approves works schedules and programs for watering, maintenance, constructions, continual care, and beautification activities of all parks and public green areas.
- Attends conferences, classes, meetings and etc. as required to maintain current and future endorsements. In addition, attends such meetings to keep up with current trends in park and recreational management and public activities / relations.

Peripheral Duties

- May serve as a member on various committees and boards
- Performs other duties as assigned, consistent with this job description

Knowledge, Skills & Abilities

Knowledge of:

- Thorough knowledge of objectives and principles of public recreation, of facilities and equipment needed to carry out a wide scale of recreational programs and activities
- Park design and grounds development
- Interpersonal communication skills
- Budget preparation and fiscal management
- Principles of supervision
- Funding sources and grant opportunities
- Human behavior psychology and mental hygiene as applied to various recreational interest groups

Ability to:

- Evaluate program effectiveness and personnel efficiency with prejudice
- Coordinate recreational programs to satisfy the desires of all age groups
- Develop effective working relationships with Federal, State, and Local Officials, subordinates, and the public
- Communicate effectively, both verbally and in writing
- Exercise sound judgment
- Generate workable solutions in problem situations



Minimum Acceptable Experience and Training

- Bachelor's degree in parks and recreation management, public administration, or related field
- Five (5) years of progressively responsible experience in parks management and municipal government
- Three (3) years of supervisory experience, including fiduciary responsibilities

Essential Physical Abilities

An employee in this class should have sufficient physical and mental capability, with or without reasonable accommodation to:

- Listen and respond to voice instructions; to communicate effectively in person and on the telephone; to discern verbal instructions;
- View and review a wide variety of written and electronic materials, to operate computer and related office equipment;
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports;
- Perform essential job functions in an office or field setting that may require lifting/moving 20 lbs., bending, stooping, kneeling, stretching and other physical exertions including performing tasks involving hand/wrist/arm movements.

Tools, Equipment, and Information Technology (IT) Required for the Position

- Cell Phone
- Computer System
- 11x17 Printer
- Copier – For grant writing and general copies other than printers
- Standard Printer for documents
- Other technology needs consistent with this job description from time to time.

Work Environment

This position performs duties either in a typical office setting with appropriate climate controls or in the field based on areas of assignment, or both as may be required. Tasks require a variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching and lifting. May be required to perform arduous physical labor; bend, stoop, kneel and carry heavy loads of 75 lbs or more. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Regular local travel required in normal course of job performance. Regular exposure to changing weather conditions and hazards common to electrical system.

Travel Requirements



- The employee must possess and maintain a valid Idaho driver's license and proof of valid insurance.
- Some local travel required.

Disclaimer

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Acknowledgement

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge this Job Description will be placed in my Personnel File.

Employee: _____ Date: _____

Supervisor: _____ Date: _____