

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: Parks and Recreation Director

NATURE OF WORK

This is supervisory position overseeing the development and operation of the Town's Parks and Recreation programs and facilities. This professional position performs complex supervisory, administrative and professional work in planning, organizing, directing and evaluating the Parks and Recreation program, inclusive of all parks, recreation programs, beaches, Fort Getty, Teen Center and coordination with the Jamestown Senior Association. The Director is responsible for providing comprehensive year-round program offerings that are designed to accommodate all population segments. The Parks Division manages an inventory of developed and undeveloped recreational sites, beach property, athletic fields and various municipal grounds and buildings.

The position is a non-union managerial position and is appointed by the Town Administrator with the approval of the Town Council.

SUPERVISION RECEIVED

This is a year-round position under the general guidance and direction of the Town Administrator.

SUPERVISION EXERCISED

Supervision is exercised over a limited number of full-time Recreation and Parks Division staff, and varying number of part-time and seasonal personnel.

ESSENTIAL DUTIES AND REPSONSIBILITIES

- Responsible for the development, management and implementation of a comprehensive community-wide parks and recreation program;
- Supervises all recreation activities and the operation of Town recreation facilities, waterfront beaches and parks and plans, coordinates and directs a diversified year-round parks and recreation program including the management of the Recreation Center, Teen Center program, various athletic fields, parks, open spaces and provides support to the Senior Association;
- Develops departmental policy, managing, directing and coordinating directly or through others on the department staff, also scheduling programs and facilities;
- Represents the community when directed, in related intergovernmental and interagency matters;
- Develops with department staff annual operating budgets, revenue plans and capital improvement programs;
- Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations and assures compliance with established policies and procedures;
- Select, train, motivate and evaluate personnel; provide and coordinate staff training, evaluate employee performance, work with staff to correct deficiencies;
- Promotes interest in Town programs through correspondence, public speaking, the media and appropriate marketing initiatives;
- Prepares a variety of studies, reports and related information for decision-making purposes; prepares departmental reports for the Town Administrator and Town Council;
- Issues written and oral instructions; assigns duties and examines work of staff for adherence to professional standards;
- Plans and coordinates fundraising activities in the furtherance of parks and recreation facilities and programs;
- Prepares cost estimates to plan and provide improvements in the parks facilities; oversees construction projects;

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- Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops and participates in the maintenance and implementation of a current parks and recreation master plan;
- Performs all other related tasks as assigned by the Town Administrator or as determined by the needs of the department and community.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree in Parks and Recreation Administration, Public/Business Administration or a related field and/or five (5) years of progressively responsible experience in the administration of parks and recreation programs and facilities, three (3) of which were in a supervisory capacity or equivalent combination of education and experience.

Master's Degree is preferred.

Required Qualifications:

Certified at the Professional level (CPRP) with the National Recreation and Park Association or have the ability to qualify within 1 year of employment, is preferred.

Requires a valid driver's license or ability to obtain one prior to employment.

KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of modern parks and recreation programs; thorough knowledge of equipment and facilities required in a comprehensive park and recreation program; knowledge of the principles and practices of maintenance, construction, and use of recreation buildings and park facilities; considerable knowledge of community recreation needs and resources.

Knowledge of senior service programs and delivery systems; State and Federal senior grant programs; Local, State and Federal laws and regulations governing senior service programs; and program design and evaluation.

Ability to communicate with exceptional verbal and written communication skills, orally and in writing, with employees, consultants, other governmental agency representatives, Town officials and the general public.

Proficiency in Microsoft Office software (Word, Excel, etc.) and general computer skills.

Ability to establish, administer and control a budget.

Must possess exceptional organizational skills.

Must be able to work, at times in confidential work environment.

Ability to drive a motor vehicle.

PERIPHERAL DUTIES

Represents department at meetings and with other committees and task forces as assigned. Maintains a liaison role with other department's as well as state, local and other public officials. Assists staff in the performance of their duties as required.

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TOOLS and EQUIPMENT USED

Personal computer including word processing, spreadsheet and data base applications;
Motor vehicle;
One line or multi-line phone system and cell phone;
Fax, copy and other modern office machines;
Base radio and portable radio

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in an office setting. Some outdoor work is required in the inspection of various park and recreation projects and major outdoor events. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, find, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, and which are normally found in an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The noise level in the work environment is usually moderately quiet and occasionally loud in indoor/outside conditions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview(s) and reference checks; job related tests may be required. The selection will be made by the Town Administrator with final authorization provided by the Town Council.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved: Andrew E. Nota Title: Town Administrator Date: September 10, 2015

Effective Date: September 10, 2015 Revision History: _____