

PARKS DIRECTOR

PARKS AND RECREATION DEPARTMENT
CITY OF RUSHVILLE, INDIANA

ESSENTIAL RESPONSIBILITIES EXPANDED

Policy

Researches and develops plans for safety.

Indicates, recommends, reviews, and evaluates the policies, procedures, and personnel performance for effectiveness and coordination.

All of the following are to be performed while adhering to the City of Rushville operational policies, safety rules and procedures.

Provides public access to or maintains confidentiality of department information and records according to state requirements.

Develops and implements policies, programs, and procedures for the department.

Recommends policies regarding land use, and land donation as it relates to the Parks and Recreation Department.

Establishes public activities for the parks and recreation department.

Oversees competitive bidding law and is point of contact related to Parks and Recreation Projects.

Complies with all city of Rushville safety and health programs set forth by the department and the city as per the employee handbook, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Planning

Work with the parks board, city council, and mayor to plan, formulate, and implement short- and long-term goals for park and recreational activities (i.e. 5-year master plan and yearly operations plan).

Plans, organizes, coordinates, assigns work for, conducts performance evaluations of, hires, trains, and supervises staff.

Plans, organizes, and administers parks development and maintenance programs.

Submits annual reports in accordance with federal, state, and local laws and regulations; prepares and administers budget; oversees the construction and repair of park property and facilities; reviews and approves payrolls.

Performs planning and research activities for the parks development and maintenance programs that will meet the need of the community.

Plans development in existing parks and undeveloped area.

Analyzes trends and community needs.

Possesses knowledge of recreational philosophy, planning, and administration.

Financial

Assures that assigned areas are operating within budget, performing cost control activities, monitoring revenues and expenditures, and effectively using budgeted funds, personnel, materials, and facilities.

Possesses a broad knowledge of city budgetary development process and the ability to manage operations within budgets.

Prepares annual report of recreation activities and assists in preparing annual department budget, including projecting payroll and other costs.

Assesses department capital improvement needs and develops long- and short-range plans to upgrade buildings and other structures, vehicles, playgrounds, and maintenance equipment.

Administers department budget, including general and grant funds, monitors revenue and expenditures records, ensures cost-effective operations within assigned budget, authorizes major expenditures,

DATE WRITTEN: 3/1/2015

DATE REVISED: December 2022

approves transfers as needed, and oversees maintenance of detailed records and preparation of reports as required.

Prepares annual department budget, including discussion with management personnel, revenue projection, payroll, and other costs and submits and justifies to mayor and city council as requested.

Compiles and prepares annual department report with statistics and narrative, such as revenue, expenditure, program activities, and participation.

Evaluates further operational and capital purchases and make recommendations.

Is responsible to submit bills and claims to the Clerk Treasurer and staff in a timely manner.

Grants and funding

Develops grant applications and requests for proposals, prepares and reviews service contracts, and administers and monitors the use of grant funds.

Researches and develops alternate funding sources, such as grants, advertising, sponsorships, donations, and public private partnerships and collects relevant information.

Coordinates approved programs, often collaborating with other departments and agencies, such as paving with street department and recreational activities with the schools/boy's and girl's club/service organizations.

Public contact and media/public relations

- Provides oversight and content for the Parks and Recreation Department's Social Media efforts (specifically Facebook Page – Effort can be expanded to other platforms as manageable and appropriate).
- Submits information to media sources for press releases, ads, community calendars, news stories, and interviews about upcoming programs and events.
- Meets with community and business groups to establish community partnerships and serves as liaison with the rush county boys and girls club, school corporation, and chamber as well as other organizations as appropriate.
- Represents the park and recreation department at various public and organizational meetings and functions.
- Acts as an ambassador for the community.

Builds and maintains consistent and positive rapport with the community and those who use the parks.

Maintains public awareness of department programs, facilities, and policies by methods such as posting rules, preparing reports and media releases, and making public speaking presentations as needed.

Periodically represents the department at the Indiana general assembly, commenting on or recommending state laws affecting park and recreations activities, such as tax allocation and funding for special projects.

Meets with community members, local parks and recreation departments, and state agencies on park and recreations issues.

Assists in the preparations of promotional materials, flyers, brochures, news releases, etc.

Customer services

Answers questions through phone calls, emails, social media and face-to-face inquiries and maintains knowledge of the community.

Responds to and reports back regarding the conclusion of parks department complaints and, if necessary, directs them to the proper personnel.

Returns phone call as a result of messages left regarding complaints and inquires within a reasonable amount of time.

Team

Performs whatever work related to the job is required.

DATE WRITTEN: 3/1/2015

DATE REVISED: December 2022

Other duties may be assigned.

Policies and procedures

Works with the parks board to create and update policies and procedures that affect the parks and recreation system.

Implements operating policies and procedures.

Interprets and implements stated responsibilities and regulations.

Ascertains a broad knowledge of city administrative policies and procedures and has the ability to interpret and support them.

Interprets and follows federal, state, and local rules and regulations

Supervision

Supervises construction, repair, and maintenance of city parks and recreation equipment. Coordinates parks and facility maintenance with the street commissioner.

Initiates maintenance and repair work orders for facilities and park areas.

Plans and organizes workloads of personnel, offering assistance and direction as needed.

Studies and standardizes procedures to improve efficiency and effectiveness of operations.

Supervises and directs subordinate personnel to recommend and train new employees and resolves personnel problems as they occur.

Possesses thorough knowledge of all operational areas and the ability to direct these operations toward the achievement of common goals.

Hires and trains personnel and explains and enforces personnel policies.

Establishes, communicates, and enforces procedures to assure the safety of personnel and those using parks department facilities.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Some weekends and holiday work hours will be included in work schedule.

Employee evaluation may be given annually.

Directs, organizes, and administers the recreation services and maintenance of the parks and recreation department, including pool and recreational areas.

Rental and/or recreational facility management

Schedules pavilion facilities and parks shelters for renters as well as baseball and softball fields.

Recruits, trains, supervises, and evaluates volunteers to assist in the operation of all programs.

Supervises and teaches special projects and community service volunteers.

Maintains an accurate inventory of park equipment.

Develops and maintains staff training curriculum and manual for summer and part-time recreation staff, including the parks department mission, program outcomes, child development, liability issues, program safety, educational goals in accordance with Indiana academic standards, recreational theory and administration, and professional practices in day camp and recreational programming.

Supervises and directs department personnel, interviews applicants, hires, makes work assignment, evaluates performance, provides training and corrective instruction, disciplines, and terminates as needed.

Communicates daily with department personnel to coordinate activities and resolve problems as needed.

Maintains accurate records and prepares and submits detailed reports as required.

Coordinates and directs coworkers on group projects and varied activities involved in a community recreation program, develops and maintains effective working relationships with coworkers, supervisors, participants, coaches, community leaders, and the general public, and communicates effectively orally and in writing.

Assures inspection pre- and post-rental of all park's facilities.

DATE WRITTEN: 3/1/2015

DATE REVISED: December 2022

Oversees end-of-year winterization practices and subsequent opening of parks facilities.

Communication

Communicates work with department personnel, parks board, city officials, community groups, and the public effectively, both orally and written.

Provides content for the Parks and Recreations Social Media Efforts

Prepares and provides written budgets to the parks board and prepares agendas and other information for such administrative meetings.

Periodically conducts public surveys to assess community leisure and recreational needs, conducts focus groups and public meetings, prepares, distributes, and assesses surveys, invites and receives input, analyzes data, develops and update the strategic plan, and implements appropriate program changes.

Periodically recommends major program initiatives to parks board and mayor.

Develops sponsor/donor relationship and helps support fundraising and collection activities.

Understands, memorizes, retains, and carries out written or oral instructions and complete daily work reports.

Attend mayor's staff meeting to report what has been happening in the department and promote partnering.

Attends Parks Board, Board of Works, City Council and other meetings found to be prudent to promote the Parks and Recreation Department efforts.

Provides a manual of duties, responsibilities, and contacts related to perform the Job as Director of the Parks and Recreation Department.

Parks board and meetings

Attends city boards and commissions as directed by the mayor to represent the parks department.

Provides relative information in the form of updates and status reports to all boards and agencies impacted.

Oversight

oversees supervisory staff to ensure high standards are met.

Directs review and evaluation of the division's overall operating effectiveness.

Promotes and ensures proper employee training and compliance with osha standards and departmental safety procedures and ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

May be required to report to work to serve citizens during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Provides pre- and post-rental inspections for deposit fee reports.

Inspects the rented facilities daily in the morning (as required) to assure deposits are releasable.

Checks to verify parks cameras are operational.

Makes suggestions on the need for cameras and technology in the parks (includes in budget).

Sets daily routes through the parks for employees to insure inspection and cleaning.

Operates office equipment, delivers receipts and monies to clerk treasurer, receives and forwards invoices, and administers policies and procedures.

Oversee all department operations, including coordinating program activities with other federal, state, and local agencies.

Maintains current knowledge of the park and recreation trends and developments by periodically attending training seminars.

Visits all of the park facilities on a regular basis to ensure that equipment is safe and secure.

Reviews all claims, verifies costs for documentation, determines appropriate fund account numbers, and signs and presents them to the parks and recreation board.

DATE WRITTEN: 3/1/2015

DATE REVISED: December 2022

Reviews and signs payroll for department.
Drives to various work sites.
Oversees the construction and repair of park property and facilities.
Restrooms

Maintenance

Establish maintenance standards.
Ensures equipment and vehicle maintenance and repair.
Coordinates construction and repairs in the parks that are of a scale to require the aid of other departments, with those partner department's leadership (Public Work's Director, Street Commissioner, Utility Superintendent).
Coordinates work and maintenance activities in the park with street commissioner to provide a quality appearance and staffing of the parks.
Provides quality park sites and facilities for the community including playgrounds, disc golf, pickle ball court, pool, athletic fields, trails, and picnic facilities.
Maintains files for the department of parks and recreation.
Oversees construction of new parks equipment.
Maintains landscaping.
Maintains and cares for program facilities and equipment.
Possesses considerable knowledge of the equipment, facilities, operations, and techniques used in a comprehensive community program.

Pool/splash pad

Coordination with utility and pool management team
Utility - opens and closes water lines in the park and pool for the winter months.
Utility - ensures adherence to state and local codes and regulations of pools, board of health rules and regulations, and basic water chemistry.
Backwashing

Programming

Creatively develops new programs that may benefit our community.

Administer existing programs:

Youth baseball, easter egg hunts, haunted trail, riverside park - "live by the levee," Halloween efforts
Valentine dance, mayor's 5k, summer camp, outdoor theater and any other activity programs that may be added.

General program duties:

Solicits donations of equipment, supplies, and monetary contributions for all programs, organizes fundraiser activities, produces and distributes flyers to promote programs, schedules activities, and evaluates and reviews ongoing and completed programs.

Recreational program duties:

Develops, advertises, and implements social, creative, and educational programs for youth.
Develops brochures/fliers and provides information for news media releases.
Processes program registrations and prepares monthly recreation report for the citizens of Rushville.
Operates all recreation programs in accordance with national standards as set by American Camp Association and the National Recreation and Park Association.
Develops, plans, schedules, and coordinates diversified recreational programs, including assessing citizen needs/interests,
Develops, plans, schedules, and coordinates special events within the parks department, and those in collaboration with the city, other parks departments, and outside groups.

DATE WRITTEN: 3/1/2015

DATE REVISED: December 2022

Oversees programming and all recreational related leisure activities associated with the City of Rushville parks program and serves as a contact/resource person for adult, teen, youth, and school's activities and social programs.

Programming can come in the form of recreation programming and or nature focused (sustainability/DNR) programming.

Develops programs and plans to improve the appearance of the parks.

Provides year-round special events using park facilities.

Plans and directs recreational programs, leagues, and special events.

Coordination

Coordinates with other departments on park issues including public works, community development, police, fire, information technology, city council, and street department.

Works with other city departments in sharing employees, job duties, and equipment.

Coordinates parks and recreation program for public distribution.

Aids in coordination of Rushville optimist soccer, July 4th fireworks, youth baseball, school sponsored programs, softball leagues, and boys and girls club.

Works to incubate service organizations as they host events in the parks and community throughout the year.

Resources should be anticipated to offer support of Community Events (i.e. moving resources, set-up, and teardown)

Miscellaneous

Performs other related duties as assigned by the mayor or parks board.

Regularly assists department office personnel as required

Consider the feasibility and ROI of fundraising activity.

Maintains flexible hours including weekdays, weekends, and evenings; must be on call 24 hours a day seven days a week.

The position in a "working position" – hours will depend on the event.

Be always aware of work requirements related to weekends of "Live by the Levee" concert series.

Works on several tasks at the same time and completes assignments effectively amidst frequent distraction and interruptions.

Job description (non-essential/secondary functions)

Performs a variety of support responsibilities such as answering the department telephone, running errands, picking up supplies, etc.

Greets visitors, provides information and assistance, takes messages, and transfers or directs inquiries to appropriate individuals.

Attends conferences and seminars as required.

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