

PARKS DIRECTOR

PARKS AND RECREATION DEPARTMENT
CITY OF RUSHVILLE, INDIANA

Job Details

Job Title

Parks Director

Job Type

Full Time

Work Schedule

Monday through Friday 7:00 AM – 3:30 PM

Seasons, Weekend Events and other Special Events will alter regular schedule hours

FLSA Status

Exempt

Reports To

Mayor

QUALIFICATIONS

- Bachelor's Degree in parks, recreational and leisure services or related field, preferably from a National Recreation and Parks Association accredited college or university is preferred; or 4-10 years related experience and/or training; or equivalent combination of education and experience. - Desired
- High School Education minimum. - Required
- Training such as certified pool operator and related work experience is preferred, but not required. Playground Safety Inspector certifications desired.
- Resident of the City of Rushville or within one mile of the city limits – Rush County Preferred.
- Must be 21 years of age; posses valid Indiana driver's license, required to maintain said driver's license; provide proof of employment eligibility; pass background check and drug screening
- Possession of or ability to obtain certification in CPR and First Aid within required time period
- Demonstrate physical endurance and agility
- If the requirements above are waived the Director has to show an interest in the field by continuing their education in the field.

PURPOSE OF POSITION/SUMMARY

This department head position is an appointment under the jurisdiction of the Mayor as per Indiana code 36-4-9-2. Incumbent serves as Director of the Parks and Recreation Department. The director oversees the development, budgets, management, and operation of the parks and recreation facilities, recreation programming that engages local citizens of all ages, and facilitates collaboration with other organizations that will promote recreation, health, and wellness of residents in the Rushville area. Work involves setting policies and goals under the direction of the Mayor and Parks Board. Supervision is exercised over all Parks and Recreation employees. Work includes organizing, planning, coordinating, evaluating, and directing the work of professional staff and other employees. The Parks and Recreation Director provides monthly reports to the Parks Board and serves as a member of the City of Rushville's Leadership Team. The director's goals will revolve around a 5-year Parks Master Plan 5-year Capital

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Plan, ensuring the plan's direction is followed and the goals are achieved. · [City of Rushville Parks Master Plan 2021-2025](#)

SKILLS AND ABILITIES

- Ability to effectively communicate both verbally and in writing with the public, developers, and government officials, using above average verbal and writing skills.
- Ability to analyze data, arrive at the conclusion based on data, and report findings in oral and/or written format. Ability to read and interpret parks maps.
- Ability to analyze operational problem areas and make improvements, as well as be able to present ideas and recommendations clearly and concisely, both orally and in writing. Ability to establish and maintain working relationships with department heads, agency heads and community groups.
- Above average working knowledge of Microsoft Windows, Microsoft Office Suite, Adobe Acrobat, and software appropriate to land development, planning and zoning.
- Ability to work extended hours, including evening. Capability for frequent local travel.
- Ability to travel out-of-town for conferences, seminars, etc. which may require overnight lodging, for extended periods of time.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, and business correspondence, as well as effectively present information and respond to questions from managers and the general public.
- Ability to prepare league schedules, receipts, memos, correspondence, and other job-related documents. Ability to analyze and interpret common financial reports and legal documents. Ability to maintain accurate records, and prepared and submit detailed reports as required.
- Participate in City required professional enhancement training (leadership, software, time management, etc.)
- Ability to interview applicants, hire, supervises, and direct contract instructors, temporary and full-time personnel as assigned, including making work assignments, providing training. Evaluating performance, discipline, provide corrective instruction, and terminating as needed.
- Ability to prepare and make public speaking presentations, and effectively communicate orally and in writing with co-worker, other City Departments, funding and regulatory agencies, other recreation organizations, program participants, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities
- Demonstrate the ability to gather and communicate website information updates.
- Ability to maintain a social media presence for the Parks Department and their programs.
- Ability to define problems collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Direct and administer day to day operations of the Office, including staffing (hiring performance evaluations, up to and including dismissal). Develop and implement Office wide goals, objective, policies and procedures
- Prepares annual report of recreation activities and assists in preparing annual department budget, including projecting payroll and other costs. Present the Budget to the City Council for approval. Administer the approved budget for the office. Report expenditures to the Mayor and City Council.
- Director is required to interpret and apply a variety of policies, procedures, and laws to meet work responsibilities. Budgetary limitations require the director to determine where monies should

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best be spent to meet park's needs, with Mayor and Parks Board approval, as well as effectively schedule personnel to meet the department work requirements.

- Director to supervise all Department personnel. Director is responsible for informing the park board of issues and concerns, as well as gaining park board approval when and where necessary.
- 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).
- 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.
- Submits information to media sources for press releases, ads, community calendars, news stories, and interviews about upcoming programs and events.
- Supervises construction, repair, and maintenance of city parks and recreation equipment. Coordinates parks and facility maintenance with the street commissioner.
- 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.
- Attends city boards and commissions as directed by the Mayor to represent the Parks Department.
- Provides quality park sites and facilities for the community including playgrounds, disc golf, pickle ball court, pool, athletic fields, trails, park shelters and picnic facilities.
- 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.
- Administer existing programs: Youth baseball, easter egg hunts, haunted trail, Riverside Park - "Live by the Levee," Halloween efforts, Mayor's 5k, summer camp, outdoor theater and any other activity programs that may be added.
- Coordinates with other departments on park issues including public works, community development, police, fire, information technology, city council, and street department.

DIFFICULTY OF WORK

Incumbent performs duties which are broad in scope and involve many variables and considerations. Needs to work effectively at on-site locations being exposed to variable weather conditions. Physical work requires the ability to exert physical effort lifting/carrying moderate to heavy (50 lbs.) The employee is occasionally required to stand, reach, walk, and stoop, kneel, climbing, crouch or crawl and may need to supervise or assist with maintenance or construction projects in city parks. Operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

RESPONSIBILITY

Incumbent serves as a Department Head and works with minimal supervision; however, Incumbent also works in a team environment, with office personnel, developers, and the public with frequent interruptions. Incumbents could be placed in stressful and sometimes sensitive situations and above average negotiation and conflict resolution skills are of the utmost importance. Decisions made have considerable impact on land development, the City of Rushville and the public, where errors could possibly result in legal action.

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PERSONAL WORK RELATIONSHIPS

Incumbent's primary contact is with co-workers, other City departments, funding and regulatory agencies, other recreation organizations, program participants, and the public for purposes of exchanging information, explaining/interpreting policies and procedures, coordinating program operations and activities, supervising, directing personnel and resolving problems related to parks and programming. Incumbent will act on issues at the direction of the advisory boards. As a department head (day to day) the incumbent will report directly to the Mayor.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the office environment is usually quiet. The noise level in the field varies depending on the location and equipment required to complete necessary projects. Employee maintains frequent contact with co-workers and the general public for the purpose of exchanging information. Employee also frequently works with little or no supervision. Employee occasionally travels out of town for training and sometimes overnight.

TOOLS AND EQUIPMENT USED

Ability to use modern office equipment such as: Personal computer including word processing, spreadsheets, PowerPoint, Outlook and software, copier, telephone, fax machine, postage machine, radio and calculator. In addition, the Parks Director may need to provide direct supervision and/or assist with maintenance or construction projects located in the city parks that requires the use of heavy equipment.

Field Related - Weed-eaters, push mower, tractors, fairway mowers, zero-turning radius mowers, trailers, woodworking and tools related to general handy-man operations.

Pool Related Equipment - Valves, pumps, filters, heaters, vacuum and power blower. (Utility to take the lead here)

Ability to operate Department Vehicles and machinery

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