



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Parks & Recreation Director

Department: Parks & Recreation Reports to: Mayor Pay Grade: H18
Date Established: 3/2014 Date Revised: 2/2019 FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Parks & Recreation Director directs the employees and operations of the City's Parks & Recreation Department and its five Divisions: Administration, Parks, Recreation, Zoo and Cemetery.

The Parks & Recreation Director performs a variety of complex administrative, managerial and professional duties related to planning, organizing, directing and implementing parks and recreation services and facilities in the city. This position may be appointed by the Mayor. Under general direction from the Mayor and City Council, work is performed as a member of the Mayor's Management Team and within policies and administrative regulations with wide latitude for exercise of independent judgment.

The job requires considerable education and experience to successfully carry out the responsibilities of the position including short- and long-range planning for service, program and facility development; applying principles of management, supervision, motivation and development of staff; establishing and maintaining professional relationships with various public organizations and groups; working with political officials within and outside the City's organization; developing and monitoring the department's budget, and developing and implementing policies, procedures and practices for compliance with various state, federal and local regulations, and to ensure the safety of the public and employees in parks and recreation programs. The job actively participates as a member of the Mayor's management team to help the City progress and improve its overall practices, culture and goals, and directly supervises the Parks Superintendent, Recreation Center Manager, Recreation Program Coordinator, Outdoor Recreation Supervisor, Zoo Superintendent, Cemetery Sexton, and Administrative Assistant positions.

The job requires knowledge of the methods and objectives of the operation, development and maintenance of the City parks and recreation services and facilities. The job requires the ability to maintain collaborative and cooperative working relationships with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and outdoor environment where the noise level in the work environment is usually moderate. The employee works in varied weather conditions including exposure to extreme temperatures. The job is an on-call position, responding to emergency situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Plans, organizes, implements and manages the Parks and Recreation services of the City. Performs strategic planning for short- and long-range service, program and facility development. Supervises Department public information, outreach, marketing, and promotional activities. Stays current on park and recreational program trends, best practices, and activities to ensure City is up to date. Ensures compliance with Department policies and procedures, including safety requirements and protocols for the public and employees. Ensures Department compliance with federal, state, City, and all other applicable statutes, ordinances, laws, and regulations. Serves as primary point of contact between the Department and the public. Responds to public inquiries, comments, and requests for information. Responds to and resolves public complaints.

Directs the employees and operations of the City's Parks & Recreation Department and its five Divisions: Administration, Parks, Recreation, Zoo and Cemetery. Hires, trains, supervises, schedules, assigns duties,

evaluates, and disciplines employees, including terminations. Ensures employees understand City's core and job-related expectations. Maintains supportable documentation of communications with employees. Exercises indirect supervision through subordinate employees.

Creates, implements and oversees the Department's annual budget. Monitors spending for budget compliance. Creates and maintains records, documents, and logs. Prepares and presents detailed research, analysis and reports, as directed. Serves on City and public boards and committees, representing the City and serving as a resource to community groups and agencies.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices. Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of the operation, development and maintenance of City parks and recreation services, programs and facilities;
- Customer service methods, techniques and objectives;
- Methods, techniques, and objectives of public and community relations, outreach, and information;
- Municipal budgeting processes, including budget creation, implementation, oversight and compliance;
- Employee hiring, training, supervision, scheduling, evaluation, disciplinary, and termination methods, techniques, and objectives;
- Department policies, procedures, and protocols;
- Research, analysis and report preparation and presentation methods and techniques;
- Preparation and maintenance of documents, records, and logs;
- State, local, and other applicable building, safety, and health codes and regulations;
- Federal regulations and City policies regarding safe work practices relating to use of equipment, power tools, grounds keeping equipment, light and medium equipment, and repair and maintenance materials;

Skill and Ability to:

- Direct the employees and operations of the City's Parks & Recreation Department and its five Divisions: Administration, Parks, Recreation, Zoo and Cemetery;
- Perform strategic planning for short- and long-range service, program and facility development;
- Create, implement and oversee the Department's annual budget and monitor for compliance;
- Hire, train, supervise, schedule, assign duties, develop, evaluate, and discipline employees, including terminations;
- Serve as primary point of contact between the Department and the public;
- Respond to public inquiries, comments, and requests for information. Respond to and resolves public complaints;
- Supervise Department public information, outreach, marketing, and promotional activities;
- Actively participate as a member of the Mayor's management team to help the City progress and improve its overall practices, culture and goals
- Stay current on park and recreational program trends, best practices, and activities to ensure City is up to date;
- Ensure compliance with Department policies, procedures, and protocols, including safety requirements for the public and employees;
- Ensure Department compliance with federal, state, City, and all other applicable statutes, ordinances, laws, and regulations;
- Serve on City and public boards and committees, representing the City and serving as a resource to community groups and agencies;

- Create and maintain records, documents, and logs;
- Prepare and present detailed research and analysis reports, as directed;
- Operate a motor vehicle;
- Operate basic office equipment and a personal computer, including job-related software applications;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Work independently and exercise initiative, with general guidance and supervision, and a wide latitude for exercise of independent judgment;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Maintain a professional demeanor at all times;
- Deal calmly and professionally with persons of varied backgrounds and experience in occasionally volatile and emotional situations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED required;
- Bachelor’s degree in parks and recreation or a related field is required;
- Idaho driver’s license required;
- CPRP (Certified Park and Recreation Professional) certification preferred;
- Five (5) years minimum experience in park management required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, and bend. The job requires hand/finger dexterity to handle materials, manipulate tools, operate a computer, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.