

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Dir of Parks and Recreation</u>
Sch & Grade	<u>DHS-15</u>
Class Code	<u>AA17</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Dept Head Series</u>

PRIMARY PURPOSE:

To plan, coordinate, and manage a wide variety of recreational programs and the activities of the city/county park system for the Springfield-Greene County Park Board.

SUPERVISION:

Under the general direction and supervision of the Park Board; supervises professional, technical, and administrative support personnel both directly and indirectly.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Serves as principal advisor to the Park Board, City Manager, Assistant City Manager, and other city and county officials, as well as other departments regarding parks and recreation issues. Confers as appropriate regarding Parks Department policy, programs, and activities.
2. Plans, organizes, and provides effective leadership in managing a broad scope of public parks programs and operations for both the City and County. Program and operations areas include but are not limited to: Recreation, Business Operations, General Services, Golf, Jordan Valley Park, and the Dickerson Park Zoo.
3. Develops long-range strategic and master plans for department policies and programs, outlines program objectives, and works with appropriate staff on implementation of plans. Oversees the preparation and implementation of plans for new park developments and recreational facilities.
4. Works with department management staff to plan, organize, and implement programs.
5. Plans and directs park and recreation property and facility acquisition, development, and improvement.
6. Advises and consults with the Park Board regarding the development, operation, and improvement of the City and County's parks program.
7. Meets with various individuals, civic organizations, community groups, garden clubs, outside agencies, city departments and committees and other groups on Parks & Recreation issues and programs and to discuss park projects and to promote interest in park development and municipal beautification.
8. Serves as administrator to the Park Board and attends monthly meetings and work study sessions. Represents the department at other city and county meetings.
9. Delivers presentations, prepares reports, and facilitates community meetings.
10. Oversees departmental budget including planning, preparing, and administering.
11. Guides and directs a staff of professional, technical, and administrative support personnel including making selection decisions, completing performance evaluations, and ensuring staff have adequate training and professional development opportunities.
12. Monitors staff development and provides development to insure appropriate succession planning within the Department.

IMPORTANT FUNCTIONS:

1. Attends seminars, workshops, conferences, and other training for professional development purposes.
2. Utilizes computer software applications.
3. Develop and maintain working relationships with recreation professionals at the local, state, and national level and others providing recreational services to the City and County.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of activities, objectives, and ideals of community enrichment programs; facilities and equipment needed for parks recreation and operations management; public relations; modern management principles and techniques.

Abilities

Effectively lead and manage the Parks Department; utilize sound, independent judgment; prepare and present clear and comprehensive written reports; effectively supervise and manage department personnel; establish and maintain good internal and external working relationships; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with a wide variety of individuals and groups including City Council, city management, community leaders, other department staff, government agencies, state legislators, and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s, County’s and Parks Department’s stated mission and philosophy.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Park Management, Public Administration, Leisure Services or a related field plus at least six years of progressive supervisory and administrative professional experience in municipal and/or county recreation and parks management.

Physical Requirements

Tours parks and facilities and attends public parks programs and events.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment. May be subject to extreme weather conditions when attending parks events, ceremonies, and programs.

Licensing/Certification

Certification as a Parks & Recreation Professional preferred.

Miscellaneous Requirements

Must establish residency within the City limits of Springfield within six months of employment and maintain City residency throughout appointment.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 4609
Comments:	Updated Abilities	Date: June 10, 1996

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____