

## **Overbrook Parks and Recreation Director**

### **Job Description**

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#### **RESPONSIBILITIES:**

The Director is responsible for the overall leadership, planning, organizing, staffing, directing, implementing, reviewing, and evaluating the activities of the Parks and Recreation Department and other related community services and programs. This would also include the Summer Camp program and the Overbrook Swimming Pool.

The Director will make sure recreational programs are both implemented and maintained. This includes proper maintenance of City Parks and other recreational facilities.

#### **DISTINGUISHING CHARACTERISTICS:**

The Parks and Recreation Director performs a variety of administrative, supervisory, and professional duties in the management of parks and recreation activities for the city of Overbrook. They should plan ahead and prepare for long-range strategic plans for Parks and Recreation. Work requires extensive public contact with Overbrook Parks and Recreation Board, local officials, local school administrators, and the general public which should be conducted in a professional manner. They are also responsible for the marketing of both youth and adult programs offered through Overbrook Parks and Recreation.

#### **WORK SCHEDULE**

Work schedule may vary widely depending upon program needs with additional hours outside the normal work schedule. Must be able to work weekends and after normal hours as necessary or required by programming.

#### **SUPERVISION RECEIVED/ EXERCISED:**

Policy direction is provided by the Parks and Rec commission and administrative direction is provided by City Council. Supervisory duties entail direct supervision of umpires, concession stands, volunteers, and other part- or full-time employees of Parks and Rec and contract labor; may supervise other staff on a project basis.

#### **AUTHORITY PARAMETERS:**

The Parks and Rec Director is able to make temporary decisions in an effort to handle emergency situations or to diffuse situations but will defer to Parks and Rec Board for all other decisions. (i.e. Can excuse someone from the park for behavioral or language concerns but does not have the authority to ban from the park for extended period of time without further discussion with Board Chair and Parks and Rec board).

#### **ESSENTIAL DUTIES AND TASKS:**

- Employee plans, organizes, directs, coordinates, and evaluates recreation programming; manages the selection and evaluation of permanent and temporary staff including training, evaluation, and discipline.
- Supervise in-progress work to assure assignments are proceeding effectively and on schedule. Take appropriate action to eliminate disruptions, conflicts, and associated delays.
- Coordinates the maintenance of various facilities, parks, fields, and buildings with the City Manager and Parks and Recreation Board.
- Supervise performance of assigned staff and conduct regular performance evaluations.
- Advises management and elected officials on department issues.
- Assist with public relation duties such as preparing and distributing flyers, press releases, and brochures for promotion of activities and programs.
- Establish team rosters, schedule leagues and tournaments, enforce rules and regulations of recreation and athletic programs. Facilitate with Program Coordinators team signup.
- Responsible for collection of fees associated with programs, activities and facilities or coordinating other means of collection through City Hall or other secure entity.
- Plans, directs, and participates in providing an expanding and flexible program of recreational activities for all segments, groups, ages and interest levels of the community.
- Attend frequent staff and community meetings as required which may include but is not limited to Overbrook Parks and Recreation, City Council (as needed), and sport/league specific meetings.
- Research and recommend to the Overbrook Parks and Recreation Board and City Manager programs, policies, and administrative techniques to meet our population's needs/desires as well as for more economical and effective operation of the department.
- Respond to public inquiries, investigate, and resolve complaints, or refer to appropriate individual or department for resolution.
- Develop and maintain constructive relationships with City Officials, other departments, community agencies/divisions and groups, and the general public regarding parks and recreation programs and activities, to ensure that efforts are effectively directed toward achieving Parks and Recreation Goals.
- May assist in the development of classes, schedules, and implementation of activities, programs, and coordinates with the recreation programs for facility usage.
- May perform emergency custodial maintenance work. Set up tables, sports equipment, chairs, and bleachers for programs and games.
- Conduct short-term and long-range planning of department activities and services; maintains a balance between administrative duties and long-range planning.
- The Parks and Recreation Director will administer and supervise the recreation program to ensure conformance with objectives, community expectations, and applicable laws and regulations.
- Receives input from community groups, neighborhood groups and individuals regarding parks and recreation needs, utilizes such input for overall coordination, planning, programming, & program evaluations.

- Oversees, develops, and implements administrative procedures and policies associated with recreation programs and facilities.
- Organizes and develops volunteer programs; assists in the planning and organizing of community events; coordinates, develops, and distributes various public information and marketing materials related to City services and programs.
- Secure contractor for ball field concessions upon approval from the Parks and Recreation Board. This should include but is not limited to contract negotiation, hours of operation and fulfillment of contract.
- Schedule recreation facilities and supervise condition of facilities including but not limited to shelter rentals, ball fields, and concession stand.
- Performs other related duties and special projects as assigned by Parks and Recreation Board.

### **QUALIFICATIONS:**

The position requires considerable concentration, interaction with the public, knowledge of current recreation trends and standards and federal, state, and local law, and considerable organizational abilities. It is subject to considerable stress caused by a changing environment, emergency situations, emotional incidents, and workload.

- Considerable knowledge of modern and effective supervisory principles and practices including communication, leadership, motivation, and conflict resolution.
- The ability to plan, schedule, and review the work and performance of others in a manner conducive to proficient performance and high morale.
- Experience in marketing and public relations principles and techniques including but not limited to computer knowledge and marketing on social media as well as other current media trends.
- Ability to: analyze problems, identify alternative solutions, and assist in setting goals and priorities for program delivery.
- Assist in the development of recreational programs adapted to the particular needs of the community.
- Ability to seek out, write and monitor grants.
- Communicate clearly and effectively both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, evaluate, and direct assigned staff, professional personnel.
- Thorough knowledge of safety procedures and requirements.
- Knowledge of human resource programs and systems, as well as organization and management skills.
- Ability to supervise department employees and effectively lead and motivate subordinates to achieve a high level of professional conduct.
- Maintain a current Kansas Driver's license with an insurable driving record with the city's insurance carrier.

- Must be able to obtain a first-aid/CPR card.
- Physical Requirements: Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions. Must be able to perform light to moderate work routinely.

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

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