

CITY OF GONZALES
POSITION DESCRIPTION

TITLE: Parks and Recreation Director
DEPARTMENT: Parks and Recreation

JOB CODE: Full-Time
FLSA: Exempt

SUMMARY: Under general direction of the City Manager and as established by City Council, the Parks and Recreation Director primary responsibility performs a variety of complex professional and administrative work in planning, developing, scheduling, directing staff either directly or through subordinate supervisors. Directs, manages, and oversees the day-to-day operations of the Parks and Recreation Department. Works closely with all city departments, Parks and Recreations Advisory Board and the general public. This position directly reports to the City Manager for supervision.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Manages and organizes workloads and staff assignments.
- Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations.
- Trains, motivates and evaluates assigned staff, reviews progress and directs changes as needed.
- Provide leadership and direction in the development of short and long range plans.
- Responsible for the procedures to improve efficiency and effectiveness of operations.
- Communicates policies and procedures to staff.
- Responsible for preparing the annual budget for all areas under the parks and recreation department.
- Assures that assigned areas of responsibility are performed within budget.
- Responsible for monitoring the revenues and expenditures.
- Prepares cost estimates to plan and provide for improvements in the park facilities.
- Responsible for overseeing the construction projects and park improvements.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Reviews program areas, implements changes or new programs to meet recreational needs of the community.
- Responsible for developing and maintains the current parks and recreation master plan.
- Supervises and manages the planning of new parks, playgrounds, recreation facilities and all of the amenities that would be necessary for the proper construction and maintenance of these facilities.
- Must be able to communicate effectively, verbally and in writing.
- Must be able to establish and maintain effective working relationships with employees, supervisors, and other agencies, and the public.
- Insure all department equipment, vehicles and tools are properly and adequately maintained to the level of the manufacturer's recommendations or higher.
- Other duties as assigned.

Required Knowledge and Skills:

- Skill in providing excellent customer service to persons of all ages, regardless of social or economic backgrounds.
- Must be able to work effectively and cooperatively with patrons, co-workers and supervisor.
- Must have the ability to supervise and motivate staff.
- Must be able to work with persons from all social groups.
- Must be able to demonstrate mature and sound judgment when making decisions.
- Must be able to coordinate work schedule for staff.

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- Must have knowledge of the principles and practices of maintenance, construction of parks, recreation programs, office management, work organizations and supervision.
- Must have knowledge of equipment and facilities required in a comprehensive park and recreation program.

Required Education, Experience and Certificates:

- High School diploma or equivalent.
- Bachelor's Degree in Parks and Recreation Administration, Public Administration, Business Administration or related field preferred.
- Minimum of two years' experience in park maintenance development and recreation program development.
- Minimum of two years supervisory experience.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an inside/outside environment.
- May be subject to standing, sitting, walking, bending, reaching, kneeling and lifting (up to 50 lbs.)

Equipment and Tools Utilized:

- Equipment utilized may include computer, copier, calculator and standard office equipment.
- Equipment utilized may include City vehicle, mower, weed eater, pole-saw, back pack blower, chain-saw, edger, sprayer, shovel, rake, broom, drill, and other maintenance related tools and equipment.