



POSITION DESCRIPTION

Title:	Parks and Recreation Director	Department:	Parks and Recreation
Type:	Regular	FLSA Status:	Exempt
Pay Range:	Executive	Revised:	07/2016

DEFINITION

The Parks and Recreation Director is an executive management-level classification responsible to plan, direct, manage, and oversee assigned activities and core functions of the department. The position provides highly responsible and administrative support to the Town Manager. Responsible for program development and implementation of goals, objectives, policies, and priorities for department activities. Incumbent ensures that activities of the department are completed in a timely and efficient manner consistent with defined policies, regulations, and laws. The position is a key member of the Town's Executive Management Team.

SUPERVISION RECEIVED AND EXERCISED

Position is appointed by the Town Manager and reports to the Town Manager. The position exercises direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide management responsibility and accountability for delivering core functions of the department including: recreation programming; facility operations; parks maintenance; parks and recreation program and services delivery, planning, and promotion.
- Responsible for the implementation of the Parks and Recreation Master Plan; Recreation Element of the Town of Mammoth Lakes General Plan, and Strategic Direction of Community Recreation in Mammoth Lakes.
- Prepares, administers, and implements goals, objectives, policies, procedures, priorities, and the budget for the department.
- Develops specific plans for recreation facilities and coordinates the prioritization of the annual Capital Improvement Program (CIP) and Major Maintenance tasks for parks and recreation facilities.
- Plans, directs, and oversees park maintenance operations, including the development and implementation of the annual work plan including parks and facilities maintenance, the Whitmore Recreation Area, snow management, and special events.
- Oversees and coordinates grant writing, fundraising, donations, and sponsorship activities.
- Prepares and processes applicable user agreements with jurisdictional agencies and recreational partners.
- Engages with recreation, arts and culture, event and other stakeholders for collaborative efforts in program delivery and community participation.
- Provides staff support to the Recreation Commission assisting them in the administration of related duties and responsibilities as an advisory body to the Town Council.
- Represents the Town and works closely with citizen advisory boards, committees, non government organizations (NGO's) and the Recreation Commission to provide professional and technical assistance through the department.

- Supervises and oversees selection, training, supervision, evaluation, and accountability of department staff.
- Attends Town Council meetings on matters affecting the department.
- Provides staff assistance to the Town Manager, Town Council, and other department directors; prepares and presents staff reports and other necessary correspondence.
- May participate on a variety of committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of parks and recreation.
- Processes and administers the Town's administrative Special Event Permit Process.
- Designated Town of Mammoth Lakes Public Information Officer (PIO).
- Supervises the preparation and maintenance of department records.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration of municipal parks and recreation facilities, programs, and service delivery.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles of supervision, training, and performance evaluation of employees.
- Municipal accounting and budgeting practices.
- Research methods and report preparation.
- Park management and maintenance procedures.
- Operational characteristics, services, and activities of a comprehensive recreation program.
- Community engagement methods and best practices.
- Public relations techniques and communications.
- Methods and practices of traditional, online and social media integrated communications and marketing.
- Pertinent federal, state, and local laws, codes and regulations.
- Modern office procedures, methods, and equipment including computers and supporting software applications.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Coordinate multiple concurrent projects, work well under pressure and meet deadlines with limited supervision.
- Maintain confidentiality of work performed and information received.
- Perform assigned duties and tasks using independent judgment and personal initiative.
- Plan, organize, direct, and coordinate the work of assigned personnel; delegate authority and responsibility, select, supervise, train, and evaluate staff.
- Maintain cooperative working relations with the general public, appointed and elected officials, and employees.
- Properly train and provide information to subordinates on safe work practices and procedures and to follow required regulations and policies.
- Exercise good judgment, flexibility, creativity, and sensitivity to changing situations and needs.
- Carry out the mission of the Town and the department.

Experience and Training:

To perform this job successfully, an incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills and ability to perform this job is:

Education:

Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, parks and recreation administration, or closely related field.

Experience:

Seven years of increasingly responsible professional experience in parks, recreation, and/or community services and at least two years of supervisory experience are required. Three years of local government experience is preferred.

Licenses and Certificates:

Possession of, or ability to obtain within the state required time frame, a valid State of California Class C Driver's License with an acceptable driving record and pass an appropriate background check prior to the hire date. Certification as a Parks and Recreation Professional (CPRP) or Certified Parks and Recreation Executive (CPRE) is highly preferred.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and recreation software, central financial computer system, telephone, 10-key calculator, phone, copy machine, fax machine, and postage machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers, various pieces of office equipment, tools and equipment. While performing the duties of this job, the employee is frequently required to talk or hear, walk, sit or stand, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form; analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions; and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, adjacent roadway activity and other employees. Position also works in a variety of outdoor situations, weather and conditions typical of construction sites, public works projects and related environments. Position is required to drive in various weather conditions to check status of projects, assist with work program and inspections. Job requires working at various recreational sites in various weather conditions and different times of the day and night.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Received and Reviewed by: _____
Employee Signature **Date**