DIRECTOR OF PARKS & RECREATION

Department: Parks and Recreation        Reports to: Park and Recreation Board
Exempt, Unclassified                   Updated: May 2019

RESPONSIBILITY

Under general direction and guideline policies set by the Kent Park and Recreation Board, to direct the management and operation of the City Park facilities and recreation program; to plan and organize the development phases of parks and recreation areas; and to do related work as required.

TYPICAL TASKS

The Director of Parks & Recreation coordinates and directs the planning of a city-wide park and recreation system which includes evaluating City and public needs along with the available resources to fulfill those needs. Acts as a liaison between the Board and citizens in determining priorities for development of parks and recreation areas; adopts programs to fit the needs in accordance with Board policies and available resources; investigates and negotiates Park and Recreation Board contracts for land acquisition for future development and recreation programs with other county, state and federal agencies; prepares, monitors and administers the annual budget; and approves agency expenditures. The Director delegates projects to the Supervisor of Recreation and Supervisor of Parks; coordinates acquisition of staff for program development and evaluates staffing levels, work assignments and performance of key personnel. In addition, the Director attends official functions, makes public appearances and speaking engagements on varying aspects of park facilities and recreation programs. Prepares and administers public-private partnerships, along with federal and state grants for park development. Works with Kent City School System and Kent State University on joint use of facilities.

ESSENTIAL DUTIES

Manage and supervise assigned operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed.

Provide leadership and direction in the development of short and long range plans;
gather interpret and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed.

Ensure that assigned areas of responsibilities are performed within budget; perform cost control activities; monitors revenues and expenditures in assigned area to guarantee sound fiscal control; prepare annual budget requests; monitor for effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Communicate official plans, policies and procedures to staff and the general public.

Determine work procedures, prepare work schedules and expedite work flow; study and standardize procedures to improve efficiency and effectiveness of operations.

Coordinate the recreation program with the parks programs, other city departments, Kent State University, Kent City Schools and various community based organizations.

Answer letters of inquiry, requests and address public and civic organizations.

Plan and prepare specifications for park improvements.

Must be willing to perform additional duties related to those of the position and/or resulting from the needs of the organization.

**ESSENTIAL FUNCTIONS**

**Knowledge and Abilities:**

Knowledge of the philosophy, concepts, and objectives of park and recreation administration, programs and the ability to effectively apply them.

Knowledge of the principles and procedures used in developing a coordinated community recreation program and parks system.

Ability to organize, direct and advise on the maintenance of park facilities and the operation of recreation programs.

Ability to project costs and analyze and prepare budgets.

Ability to establish and maintain effective relationships with the public, various officials, and staff.

Principles, practices, and theories of sports, leisure, and recreation programming.

Departmental policies and procedures.

Applicable state, federal and local ordinances, laws, rules, and regulations.

General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment.

Administrative principles and practices, including goal setting and implementation.
Methods and techniques of research, statistical analysis, and report presentation.

**Skilled In:**

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Working independently by organizing work, setting priorities, meeting critical deadlines, and following up on assignments.

Applying logical thinking to solve problems or accomplish tasks, to understand, interpret, and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, both orally and in writing.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

**WORKING CONDITIONS**

The working environment involves exposure to conditions generally found in an office setting in addition to being in the field to perform duties. The employee occasionally works outside at City parks preparing for, supervising, inspecting and/or leading recreation programs and park improvement projects. This may include outside weather conditions that may be adverse. There is frequent interaction and verbal communication with City staff and the general public. Primary functions require use of office equipment, such as computer hardware and software applications, telephones, multifunctional devices, and other various electronics. Sufficient physical ability and mobility are needed, including standing or sitting for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movements and fine coordination; and to travel to other locations using modes of private and commercial transportation. While performing the duties of this job, the employee may be required to lift and/or move up to 50 pounds.

**NECESSARY EDUCATION, TRAINING, AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor of Science Degree in Recreation, Park Management, Parks and Recreation Administration, Public Administration, Physical Education and/or related fields. Additionally, any combination equivalent to seven years of Park and Recreation supervisory or management experience; or any equivalent certification, experience or training which provides preferred knowledge, skills and abilities mentioned above.
SPECIAL REQUIREMENTS

Possession of a valid State of Ohio driver’s license and driving record sufficient to meet the City’s insurance carrier requirements.

Registration with the Ohio Parks and Recreation Association and the National Parks and Recreation Association. Certified Park and Recreation Professional (CPRP) certification from the National Recreation and Park association required within twelve (12) months of employment.

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 logical assignments to the position.

The job description does not constitute an employee contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, or status as a covered veteran in accordance with applicable federal, state, and local laws.