

CITY OF DANVILLE, KENTUCKY
POSITION DESCRIPTION
PARKS & RECREATION DIRECTOR
JANUARY 2019

PURPOSE OF POSITION

The purpose of this position is to plan, develop, implement, direct, and coordinate the efforts of all City of Danville and Boyle County parks and recreation programs and operations, primarily provided in Millennium Park, jointly owned by the City and County. Duties and responsibilities include supervising and directing staff and managing the operations of the Bunny Davis Recreational Center, which is a fitness facility and outdoor swimming pool funded jointly by the City and County; planning recreation programs; developing sports leagues; providing and maintaining facilities, grounds, and equipment of all parks; public relations; preparing and monitoring the departmental budget; implementing policy and procedures; training staff; preparing and presenting reports and other duties as assigned. It should be noted that although the bulk of programming flows through Millennium Park and the Bunny Davis Recreational Center, this position is responsible for all existing and future parks and related facilities within the City of Danville including, but not limited to, maintenance, safety, recommending potential upgrades or change in use.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises, directs and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; directs departmental personnel.
- Administers the work of all divisions within the Parks and Recreation Department, including operation and maintenance of all existing and future parks and recreation facilities.
- Prepares and directs the preparation of administrative reports, grant applications, and other required paperwork.
- Develops, prepares, reviews, and monitors departmental annual operating and capital improvement budgets; develops short-and long-term goals and objectives for the Department.
- Directs the organizing of special events, sports leagues, and other special programs held throughout the year.
- Attends meetings to coordinate monthly work projects and programs as requested by City and County government; analyzes departmental services to ensure programs are consistent with needs of citizens; plans, coordinates, and attends monthly parks and recreation board meetings.
- Confers and cooperates with governmental agencies and civic and neighborhood groups regarding recreational needs and requirements; directs the publicizing of programs to ensure

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maximum participation; makes presentations to community groups.

- Attends local, state, and national conferences and workshops to keep abreast of latest trends and developments in Parks and Recreation, and to improve professional skills.
- Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Bachelor's degree from an accredited college or university with major course work in Park Management, recreation/leisure services or a related field such as business. A master's degree in a related field is desirable, with five years of increasingly responsible administrative experience in Parks and recreation management and progressive management experience as a director or manager of a similar sized organization or department. With at least two (2) years' experience managing staff providing recreational programs. Equivalent business experience or any combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position may be considered in meeting these requirements. Requires valid Kentucky Driver's License.

* Certified Parks and Recreation Professional and Certified Parks and Recreation Executive credentials desired, not required.

SKILLS/ABILITIES:

Strong verbal and written communication skills
Ability to create and manage departmental budget
Organizational skills
Ability to multi-task
Ability to work with others
Ability to manage and direct others

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION:

Ability to manage, motivate and direct a group of workers. Ability to counsel and mediate. Ability to persuade, convince, and train others. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.

Strong verbal and written communication skills with the ability to effectively engage with governmental bodies, officials, various boards and the public are essential.

Ability to utilize consulting data and information such as legal briefs, economic analysis, and organizational analysis.

JUDGEMENT AND SITUATIONAL REASONING ABILITY:

Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Ability to operate equipment and machinery requiring complex and rapid adjustments. Ability to handle, load and unload, and move and guide material using simple tools.

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling. Ability to handle, finger and feel.

Work is typically performed both outdoors and indoors.

The City does not discriminate in its employment practices on the basis of race, color, religion, sex, national origin, age, disability or other protected classification.

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 provided for qualified individuals with disabilities in order to enable such individuals to perform the essential requirements of the job.

While performing the duties of this job, the employee is frequently required to stand, talk, hear and walk with constant use of hands, fingers, arms and legs performing repetitive motions constantly.

Specific vision abilities required by this job include close vision, long range vision and the ability to adjust focus.

The noise level in the work environment varies.

GENERAL STATEMENT AND AMERICANS WITH DISABILITIES COMPLIANCE:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of 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 employee and is subject to change by the employer as the need of the employer and requirements of the job change.

The City of Danville is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

SALARY INFORMATION:

Competitive salary with benefits such as health, life and dental insurance. This is an exempt position.