

CITY OF NEW BUFFALO

Job Description

PARKS DIRECTOR

Supervised by: City Manager
Supervises: All departmental employees.

Position Summary:

Under the direction and supervision of the City Manager, the Parks Director shall have supervisory responsibility over the recreational facilities of the City, including planning, organizing, and coordinating.

The Parks Director shall be a "hands on" supervisor in addition to directing seasonal subordinates, and shall exercise considerable initiative in achieving maximum work and use of resources under his direction within the bounds of established policy, fiscal constraints, accepted supervisory practice, and safety of operations.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. The Parks Director shall be responsible for the management, administration, operation and maintenance of all municipal parks and recreational facilities, including the beach, boat launch and transient marina.
2. The Parks Director shall be responsible for the administration and supervision of Parks Department personnel, conducting performance evaluations, and forwarding relevant documentation to the City Manager to maintain personnel files, making recommendations on departmental staffing and compensation.
3. The Parks Director shall be responsible for planning and formulating the Parks Department fiscal budget and submitting it to the City Manager. Also responsible for the collection, deposition, and accounting of parking, launching, mooring and other fees.
4. The Parks Director shall be responsible for coordinating and implementing the risk management, safety policies, and related compliance procedures of the Parks Department.
5. The Parks Director shall be responsible for formulating, implementing and maintaining the daily operating policies and procedures, for the Parks Department, the assignment of work responsibilities and duties to departmental personnel, and the maintaining of operational manuals for dock attendants, launch attendants, and lifeguards.

6. The Parks Director shall be responsible for maintaining and implementing programs and projects contained and outlined within the City's recreation plan, and for recommending additions, deletions, and other amendments to the plan, in addition to being responsible for grant applications to fund such projects.
7. The Parks Director shall be a working department superintendent and perform all duties expected of subordinate employees when necessary.
8. The Parks Director shall be expected to attend workshops, seminars, courses and other training programs as necessary.
9. The Parks Director shall perform other duties or assume other responsibilities which may be deemed necessary by the City Manager.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A) The Parks Director must be skilled in leadership, interpersonal relations, oral and written communications, organization, planning and conflict resolution.
- B) The Parks Director must have knowledge and skills relating to navigation and boating, marine operations, watercraft launching and loading, beachfront activities, sand dune care and maintenance, development and implementation of recreational programs and activities, and maintenance of grounds, facilities and buildings.
- C) The Parks Director must have, or be close to completing, a Bachelor's degree in Recreation Management, Public Administration, or a related field.
- D) The Parks Director must have at least two years of experience at the assistant manager/manager level of a recreational facility or comparable training and experience.
- E) The Parks Director must have experience in recreational personnel administration, employee relations, risk management, budgeting, financial management, and public relations.
- F) The Parks Director must possess a valid State of Michigan issued Commercial Driver License (CDL).
- G) The Parks Director must pass a physical examination after a conditional offer of employment is made, with the offer conditioned upon passing the examination.
- H) The Parks Director shall be of the highest ethical character, and shall always act in the most professional manner possible.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to move sizeable objects of up to fifty pounds, maneuver, operate and perform required duties in different positions at sites of varying space and condition, operate required equipment, machinery and vehicles, and withstand extended exposure to the elements.