

JOB DESCRIPTION

City of North Vernon Parks & Recreation Director

POSITION SUMMARY

The Director is responsible for leading the overall direction and operation of the Department and includes responsibility for all areas of organizational performance including financial results, safety and sustainability efforts, staff leadership and visibility within the community. The position is responsible for creating the plans, vision and inspiration for the agency in providing high-quality services. The Director is responsible for creating a customer-focused approach to the delivery of park and recreation programs and services, aligned with community needs. The Director works collaboratively with the park board, a variety of community groups, and other organizations. The Director is appointed to the position by the Mayor of the City of North Vernon.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leads a team of personnel in support of operational excellence and works toward developing staff members through effective coaching, feedback, and exerting accountability and an ethical workplace.

Provides strategic direction for the organization through appropriate planning efforts such as strategic plans, master plans, and capital plans. Establishes work plans with short and long-term goals along with assigned responsibilities.

Leads the agency according to the mission, vision and values of the park board.

Develops and nurtures partnerships, working relationships, and communication with other department heads, community persons and organizations, and government organizations.

Creates avenues and opportunities for members of the community to engage the department with suggestions, involvement, and feedback.

Develops policies to carry out departmental responsibilities relative to city codes and all officially adopted plans.

Responsible for financial management of the agency and authorizes all departmental capital and operating budget expenditures. Ensures the best return on investment of financial and human asset resources.

Leads the department in actions concerning the acquisition, development, operation and maintenance of park land and recreation facilities.

Oversees the recreation programs and services delivery processes to ensure programs reach a diverse audience according to community demographics and community need.

Ensures support functions such as technology, marketing and customer service are continuously improving.

Ascertain Park and Recreational needs and evaluate the adequacy and effectiveness of present programs.

Keep abreast of trends in the field of parks and recreation; develop short- and long-range plans to meet the needs of the community.

Regularly meets and reports to the Mayor of the City of North Vernon with Park & Recreation updates.

MANAGEMENT RESPONSIBILITIES

Directly supervises all Park & Recreation employees. Creates the overall leadership system for the organization. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; providing feed-back and coaching, appraising performance and addressing issues.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of and promotion of legal and ethical behavior throughout the organization.

Ability to understand the development, monitoring, and analysis of financial reports.

Thorough knowledge of strategic planning concepts and process.

Basic computer knowledge and understanding of business applications of various technological tools, systems and advances.

Skill in creating leadership systems including mission, vision and value development, the creation of work plans and measurement of organizational performance.

Skill in managing and deploying change and innovation.

Skill in teaching, coaching, and providing feedback to staff.

Skill in creating team-based approaches to work and development of a team approach from divisions of the organization.

Knowledge of customer service systems and delivery of park and recreation services.

Knowledge of park planning, recreation programming, facility operations and maintenance operation best practices.

Ability to read, analyze, and interpret technical journals, financial reports and legal documents.

Ability to forge effective relationships with community organizations, businesses, and individual community members.

Ability to interpret and analyze data and use data for effective decision making.

Skill in communicating with the public, park board, elected officials and staff.

PREFERRED EDUCATION AND EXPERIENCE

Bachelor's degree in park management preferred but not required. Previous experience in management and staff leadership preferred. A valid state driver's license is required.

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.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools such as a computer or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. Sufficient vision, hearing and stamina to perform the above functions are required. The employee must occasionally lift and/or move up to 75 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee works indoors in an office environment but is frequently exposed to outside weather conditions. The employee occasionally works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office or moderately noisy when in the field.