

## **PARK & RECREATION DEPARTMENT DIRECTOR**

### **GENERAL STATEMENT OF DUTIES:**

Plans, organizes, coordinates and implements recreation programs and activities for the Village of Germantown; coordinates the acquisition and development of new parkland, and plans the development and improvement of existing park land area; performs related work as required.

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work entails general planning, development and supervision of recreation programs at various locations throughout the Village, including interpreting the need and scope of future recreation programs for the community. The work also entails the general planning, administration, and implementation of park acquisition and development projects for the Village.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Village Administrator.

### **SUPERVISION EXERCISED:**

Exercises supervision over Recreation Supervisor, Park & Recreation Secretary, Park & Recreation Part-Time Secretary, and any other assigned staff.

### **EXAMPLES OF DUTIES PERFORMED: (Illustrative only)**

- Develops and coordinates a well rounded schedule of recreation programs and activities for all age groups and interest levels.
- Interprets the scope and need for park and recreation programs and activities.
- Keeps an up-to-date inventory of program equipment and supplies.
- Works with the Recreation Supervisor to evaluate and select personnel hired for park and recreation programs and activities.
- Oversees the collection of and accounting for revenues due from park & recreation programs and facility rentals.
- Responds to citizens requests and complaints concerning park and recreation programs and facilities.
- Evaluates the effectiveness of park & recreation programs and facilities and makes necessary progress reports to the Village Administrator and Park & Recreation Commission.
- Prepares an annual operating budget including General Fund, Capital Projects and Park Acquisition & Development Fund Accounts; controls expenditures of funds per Village Purchase Authorization Policy.
- Works cooperatively with the Superintendent of Parks, Maintenance and Grounds and staff in the utilization, preparation, and maintenance of park and recreation facilities.
- Plans and coordinates the development and/or improvement of existing park areas i.e. (athletic fields, play areas, tennis courts, shelters, etc.).
- Plans and coordinates the acquisition and development of new park sites and facilities.
- Coordinates the development of written plans and specifications for various park and

recreation projects.

- Coordinates the development, updating and implementation of the Village 5 Year Comprehensive Outdoor Recreation Plan.
- Keeps the Village informed of any available State or Federal funding programs for parks and recreation, and applies for grant funding as appropriate.
- Administers the Villages Annual Tree Planting Program, works with the Superintendent of Parks, Maintenance and Grounds for inspection of Village tree planting projects.
- Works with Village staff, Park & Recreation Commission, and Public Works officials to implement recommendations of the Tree Inventory Report and Strategic Plan.
- Develops departmental policies and procedures pertaining to park and recreation programs, services and facilities.
- Prepares and informs the public regarding the rules and regulations governing the use of park and recreation facilities.
- Maintains a friendly and cooperative relationship with Village and School District officials, community organizations and the public.
- Attends Park & Recreation Commission, Village Board, and various committee meetings as required.
- Attends conferences, workshops and meetings to further educate and keeps current by reading periodicals and related publications.
- Develops all sponsorship and marketing programs within Village.
- Representative on the Friends of Parks & Recreation Organization.
- Perform related duties as directed by the Village Administrator.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of all phases of community recreation activities; thorough knowledge of the principles and methods of playground planning and program development; good knowledge of park planning and development; ability to develop and execute a well-rounded program of recreational activities; ability to cooperate with and interpret recreation philosophies to village officials, public and private groups and agencies, and the general public; ability to develop and maintain an effective relationship with community schools; ability to plan and supervise the work of others; ability to secure sound professional expertise in regard to park planning methods and principles; ability to keep records and prepare reports; ability to communicate effectively both orally and in writing; good judgement. Must be computer literate and be able to use Rec Trac and various other computer software.

#### **DESIRED EXPERIENCE AND TRAINING:**

Considerable experience in coordinating and supervising recreation activities, preferably in a community setting; some experience in park planning and development; Bachelor's Degree from a college or university of recognized standing with specialization in recreation programs and park planning and development; 5-7 year full-time supervisory experience within the park and recreation field; National Certification through the NRPA (National Recreation & Park Association) as a Certified Park & Recreation Professional (CPRP).

#### **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 sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has a moderate noise level.

Reviewed and approved by the Park & Recreation Commission Oct. 30, 1990

Reviewed and approved by the Health, Education & Welfare Committee with Village Administrator recommendation - February 23, 1993

Updated 12/18/95

Updated 11/21/96

Updated 10/21/04 by Juliene R. Hefter