

**PURPOSE AND SCOPE:** The Parks and Recreation Director is responsible for managing, directing, supervising, coordinating, and evaluating a broad program of recreation programs and special events including the maintenance of parks and related facilities, full and part-time staff, manage budget, facilitate community relations, administration, marketing, technical support, and leadership. This position answers to the Bowman Parks and Recreation Board.

**RESPONSIBILITIES:**

- **Programs & Events:** Offer a variety of adult, youth, family programs and special events. Complete surveys, conduct marketing, hire and train staff and coaches, coordinate events, advertise, etc.
- **Facility Management:** Market and operate a 54-site camp ground, operate the Rouzie Recreation Complex and outdoor pool, operate the Edge – Bowman County Activity Complex, oversee the planning and maintenance of the parks, ball fields, skate parks, and ice rink.
- **Administration:** Oversee the budgeting, financials, records, book keeping, payroll, money controls, deposits, insurance, inventory, and audits as well as the daily operations, long-range planning, project management, policies and procedures, community donations, reporting, grants, public relations, and other duties as assigned by the Board of Directors.

**SUPERVISION:** Shall supervise full-time, part-time and seasonal employees during the year.

**EDUCATION AND EXPERIENCE:** Sufficient experience and education in municipal recreation, public or business administration or a related field. Must possess the equivalent of a Bachelor’s Degree from an accredited educational institution with major course work in recreation/wellness management, facility management, public administration or a related field and a minimum of 5 years work experience.

**REQUIRED KNOWLEDGE OF:** Philosophies, trends, principles and techniques of community recreation service administration and public facility management; program planning and techniques related to community and recreational services and facilities; Principles of personnel management, supervision and training; budget techniques and public facility management operations and maintenance; marketing and public relations principles and techniques. Special event planning and promotion. Knowledge of sport programs and philosophy which aligns with Bowman Parks and Recreation Youth Sports Program Policy, Park Board policies and procedures, Federal, state and City safety rules and regulations, Occupational hazards and safety precautions.

**CERTIFICATIONS:**

- Must have a valid ND Driver’s License.
- CPR, First Aid, AE or ability to obtain and maintain within one year of hire.

**HOURS OF WORK:** This is a Regular Full-time Exempt position.

**PHYSICAL REQUIREMENTS:** Position requires sitting, standing, walking on level and slippery surfaces, climbing, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching in the performance of daily activities. The position also requires near, far and color vision while performing duties related to observance of activities in the Community Center and maintenance needs and reviewing contracts and developing promotional materials. The position requires grasping, repetitive hand movement and fine coordination when writing and typing reports and other documents. The incumbent also must be available to attend meetings in various other Towns and cities, work irregular or extended hours to attend various meetings and community events and work with constant interruptions.

**Revision History:**

12/9/2020	Original Job Description	BP&R Board
2/7/2023	Added The Edge – Bowman County Activity Complex to Facility Management	Director