**Killdeer Parks and Recreation Director**

**Position- Full Time**

**Salary Range- $72,904-$95,157.59, DOE**

**Status- Non- Exempt**

**Supervisors- City Administrator & Portfolio Holder**

**DEFINITION**

The Park and Recreation Director will ensure that citizens have spaces to exercise, play, and do other activities to improve their quality of life as directed by the City the Killdeer and will work in cooperation with the Killdeer Park District on all related items.

The Director will manage, direct, supervise, and coordinate various recreation programs and special events for the Community, including the planning, directing, and supervising the work of support staff; assist with the Park and Recreation Budget; coordinate assigned activities with other City Departments, outside organizations, and the general public.

**DUTIES AND RESPONSIBILITIES**

Important responsibilities and duties may include, but are not limited to, the following:

* Assume management responsibility for all services and activities of the Parks and Recreation Department.
* Operate, supervise, develop, coordinate, evaluate, market, and administer recreation programs. This includes coordinating leagues, tournaments, and scheduling sports facilities.
* Participate in the development, planning, design, and implementation of related City of Killdeer Parks and Recreation facilities as well as improvements to existing facilities with coordination with the City of Killdeer Parks & Recreation Buildings & Grounds Director and the Killdeer Park District.
* Continuously monitor and evaluate the efficiency and effectiveness of Killdeer Park Board methods, procedures and programs; assess and monitor workload; identify and implement opportunities for improvement.
* Facilitate the use of all City and Park Board athletic resources to community sports organizations; supervise operations of athletic facilities.
* Coordinate activities with school sports organizations and other departments.
* Respond to and resolve sensitive and difficult public inquiries and complaints.
* Supervise, promote, implement, and evaluate various recreational programs for children and adults (examples include but are not limited to citywide track and field meet, adult softball and basketball tournaments, summer sports programs, and specialized one-day sports events and programs).
* Maintain an environment conducive to learning and the promotion of good sportsmanship and stewardship.
* Apply for grants and funding programs involving the City of Killdeer and the Killdeer Park District
* Develop, prepare, and administer budgets, including preparing cost estimates and budget recommendations, researching and recommending Improvement Projects, and monitoring and controlling expenditures.
* Develop and implement Department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; make revision recommendations as needed.
* Work closely with the school district regarding joint-use and potential improvements of facilities.
* Maintain contact with school officials and community groups regarding program offerings and coordination of services.
* Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity with coordination with the Marketing & Communications Department Director, including but not limited to flyers, brochures, news releases, etc.
* Prepare and maintain records and evaluation reports on new and on-going program offerings.
* Supervise full-time staff, part-time, and volunteer staff; recruit part-time and seasonal staff as needed and approved; provide staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
* Perform all other related and relevant duties as assigned.

**QUALIFICATIONS**

Knowledge of:

* Modern knowledge of park planning and design.
* Modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults.
* Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
* Principles of human resource management, supervision, training, and performance evaluation.
* Recreational, social, and cultural needs of the community.
* Principles of facility supervision, facilitation, and maintenance.
* Good computer skills.

Ability to:

* Manage, direct and coordinate the work of seasonal and part-time staff.
* Recruit, supervise, train and evaluate staff.
* Provide additional support at the direction of the City of Killdeer
* Perform responsible and difficult work involving the use of independent judgment and personal initiative.
* Interpret and apply Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
* Analyze problems; identify feasible solutions; project consequences of proposed actions and implement recommendations in support of goals.
* Establish and maintain effective working relationships with city and park staff, volunteers, Killdeer Park Board, Dunn County Park Board, Killdeer School District community organizations, individual citizens, governmental agencies, contractors, and vendors.
* Plan, develop, direct, and evaluate comprehensive recreation programs and services for the Community.
* Assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for development and implementation of new program areas.
* Maintain administrative systems for facility and program scheduling, calendaring, and other functions.
* Develop, analyze, interpret, and explain Department policies and procedures.
* Participate in long-range and strategic planning.
* Work effectively under pressure and deadlines with consistent interruptions.
* Communicate clearly, concisely, and effectively, both orally and in writing.

**EXPERIENCE, EDUCATION, TRAINING**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Experience in park facilities, recreation, public administration, physical education, or a related field is preferred but not required.

Minimum Requirements and Licenses:

* CPR and First Aid certificate within 60 days of hire
* Possession of a valid North Dakota Driver's License within 30 days of hire and an acceptable driving record.
* Successful completion of criminal background checks to be eligible for employment.
* Possession of Certified Parks and Recreation Professional Certification from the National Parks and Recreation Association (if not currently certified, needs to be acquired within the first year of employment).

**PHYSICAL DEMANDS**

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation 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, sit, talk, and hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee can encounter extreme heat or cold temperatures when supervising outdoor activities during summer and winter months. May encounter rain, sleet and snow. Must be able to perform manual labor as well as operate equipment. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field. Ability to work longer hours when needed, with the ability to work evenings and weekends when required.

The City of Killdeer is an Equal Opportunity Employer and conducts Pre Employment Drug Screening and Random Drug Testing.

Applicants claiming Veteran’s preference must state so in a letter of application and attach appropriate documentation. The City of Killdeer does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the admission to its programs or activities, including the employment process.

This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.