

## CITY OF BEEBE

### Job Description

**Job Title:** Parks and Recreation Director

**Department:** Parks and Recreation

**Reports To:** Mayor

**Supervisory Responsibilities:** None

**FLSA Status:** Non-Exempt

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans With Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible*

**Job Summary:** The Parks and Recreation Director position is a key leadership position responsible for all the operations, activities, and policies of the department. The director will administer the initial development of park management protocols and, subsequently, the ongoing management of all aspects of park operations for the City of Beebe, including general maintenance, facility management, property management, and public safety. The director will be responsible for both the daily operations, as well as long-term planning for future operational needs for the Parks Department to include development, marketing, implementation and supervision of both the athletic and recreational programs.

**Disclaimer:** This job is appointed by the Mayor of Beebe and serves at his/her pleasure.

#### **Essential Duties and Responsibilities:**

- 1) Plans, directs, inspects, and reviews parks, playground equipment at all parks, municipal pool, pavilion, concession stand, buildings and related facilities, operations, and maintenance activities for the citywide park system;
- 2) Exercise direct authority over all systems and personnel in accordance with approved policy and procedures;
- 3) Stay abreast of new trends and innovations in the field of park planning and development; and initiate new programs as needed;
- 4) Maintain, recommend, and interact with general direction for needed improvement or modifications to existing facilities;
- 5) Assist staff in the performance of their duties as require/needed;

- 6) Coordinate the recreation program with other city departments, and outside organizations such as the school districts and various community-based organizations;
- 7) Promote interest in parks and recreation programs through publicity, joint program brochures with various community groups, and public contracts;
- 8) Supervises the control of, and is responsible for, all materials and supplies used in the maintenance, construction and repair of city parks and recreations;
- 9) Supervise custodial duties of All park restrooms;
- 10) Assist pool manager in preparing for the municipal pool activities; e.g., painting, repairs of leaking faucets, water fill and chemical treatments to ensure the pool is ready for sea season opening;
- 11) Supervise the staffing, maintenance, and daily operation of the municipal pool including arrangements for lifeguard certification and training;
- 12) Prepare schedule of fees and charges for use of facilities, pavilion, pool, playing fields and programs which is adequate to keep the program viable and financially solvent without being exorbitant;
- 13) Provide assistance to groups, schools, and organizations for special events;
- 14) Plan and develop leagues for athletic programs as established; scheduling all league games, rain-outs, make-ups, tournaments, etc., and affirm that all leagues, where applicable, follow regulations and guidelines governing the sport;
- 15) Supervise the hiring and training of umpires or referees, as needed;
- 16) Assist/Deliver all receipts, tickets and currency to the office of the Clerk/Treasurer on a daily basis;
- 17) Coordinate and assist field maintenance manager to ensure field playing conditions are fine;
- 18) Must be knowledgeable of all equipment functions to identify repair needs; e.g., batting cages, etc. (If unable to repair equipment, must interact with general direction for advice or to acquire contract help.)

It is the essential that job duties are equally distributed. For instance, games scheduling **must not** entail any more hours than those attributed to ensuring that all aspects of the pool are in working order as well as the batting cages, and the fields ready for play. None of these duties can be ignored: If help is required for compliance; i.e., contractual work; etc., immediately inform the Mayor for guidance. No longer will the street department or other departmental staff be able to provide help at the ballpark without the Mayor's approval.

**MINIMUM qualifications: (include education, training, experience, registration, licensure and certification:**

1. Background in athletics, parks and recreation; (*College degree preferred with a major in Phys. Ed., Rec. Admin. Or other related field*)
2. Effective leadership and management principles and practices of public administration, (*communication, contracting, information technology, project management, outreach, performance standards, records management, and the use of resources to achieve outcomes and expectations*) with special reference to departmental personnel and budget administration;
3. Principles of organization and management, including conflict resolution, and employee supervision/development; and office safety practices, procedures and standards;
4. Work in a team and committee-based environment (*city council, employees, other governmental officials, and the general public*) to achieve common goals;
5. Activities, objectives, and ideals of community enrichment programs;
6. Facilities and equipment needed for parks and recreation programs;
7. Methods, equipment, and materials used in parks and ground maintenance;
8. Reviews manpower, equipment, and capital improvement for department;

**Additional Knowledge, Skills, or Abilities Needed:**

1. Basic computer knowledge.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
3. Ability to multi-task, keep track of details, and good organization skills.

**Physical Requirements:**

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	YES	NO
Work involves lifting, pushing, pulling, loading, or carrying 15 pounds	X	
Work involves lifting, pushing, pulling, loading, or carrying 75 pounds or more	X	
Work involves earth moving equipment or commercial motor vehicles	X	
Work involves the operation of non-commercial vehicles	X	
Work involves the operation of motorized equipment	X	
Work involves bending, twisting, or reaching out in different positions	X	
Work involves climbing up or atop structures	X	
Work involves crawling or being in confined spaces	X	
Work involves being outside or exposed to extreme high or low temperatures over a long period of time	X	
Work involves running or jumping		X
Work requires distance vision (20 feet or more)		X
Work involves being able to detect colors		X
Work involves being able to distinctly hear or detect sounds and understand conversation through voice	X	
Work involves typing on the computer for an extended period of time		X
Work involves staring at a computer screen for an extended period of time		X
Work involves long periods of sitting or standing without break		X

**Employee Name (Print/Sign/Date)**

**Supervisor Name (Print/Sign/Date)**

**Parks and Recreation Director (Print/Sign/Date)**