

**CITY OF REDWOOD FALLS  
POSITION DESCRIPTION**

**PARKS & RECREATION DIRECTOR**

**DEPARTMENT/DIVISION:**  
Parks & Recreation

**SUPERVISOR:**  
City Administrator

**LOCATION:**  
Redwood Area  
Community Center

**CLASSIFICATION:**  
Full-Time, Non-Union, Exempt

**DATE:**  
November, 2011

**SUMMARY OF POSITION:**

Responsible for planning, coordinating and overseeing a comprehensive parks and recreation program to meet the needs of the citizens of Redwood Falls and surrounding area. Maximize the use of all facilities available for use. Performs various administrative duties including basic finance, marketing, programming support, inventory management, facility scheduling and rentals. Oversees staffing and supervision of full-time and part-time personnel. Prepares written communications and announcements for the Parks and Recreation Department. Functions as the Redwood Area Community Center Manager. Coordinates special projects as needed.

This position requires extensive organization skills and the ability to work independently using sound judgment and administrative skills.

**STATEMENT OF TASKS:**

1. Prepares written communications relative to the Parks and Recreation Department, including but not limited to press releases, informational bulletins, brochures, event offerings, newsletters, publications and other written communications designed to interest and inform the public. Maintain an annual market plan for the Parks and Recreation Department..
2. Oversees the Parks and Recreation Department staff including establishing and maintaining schedule, payroll process, evaluations and training. Works with all staff to ensure a high quality of service to the public and proper maintenance of facilities.
3. Prepares, submits and maintains reports and records regarding the Parks and Recreation Department activities including maintaining a master scheduling system for facility usage.
4. Works cooperatively with the maintenance operations to ensure appropriate maintenance levels and scheduling of such maintenance for city facilities and grounds.
5. Oversees the administration of registration activities, membership sales and rentals.
6. Works with long-range planning, evaluating, surveying, and researching needs and trends of the Parks and Recreation Department to ensure that goals established by the Park and Recreation Commission and staff are met.
7. Assists the public through customer service duties associated with the Parks and Recreation Department.
8. Recommends and prepares new or revised Parks and Recreation Department policies, procedures, programs and operational plans to the City Administrator, Parks and Recreation Commission and City Council.
9. Promote, recruit and organize special events to maximize use of the Community Center and generate income, as well as other Parks and Recreation Department facilities.
10. Develops the budget and monitors expenditures of the Parks and Recreation Department.
11. Consults with architects, engineers and contractors on proposed new construction, alterations, improvements or repairs relating to building operations and maintenance.

12. Oversees generation of meeting notes and packets for the Parks and Recreation Commission as needed.
13. Oversees Parks and Recreation Department office supply inventory, including purchasing and accounting, and equipment inventory, maintenance and troubleshooting. Maintains security key management system.
14. Serve as the Departmental technology coordinator for the hardware and software. Maintains the Departmental web link to the City's website.
15. Reviews staff's recreation programming with area athletic associations and /or other groups to address the overall goal of meeting the recreational needs of the community.
16. Administers or oversees sports' facility management and coordination, scheduling and supervising recreational facilities in compliance with policies and procedures.
17. Performs such other duties that are consistent with the tasks of the position and as may be assigned.

**QUALIFICATIONS:**

Bachelor of Science/Arts Degree in business, administration, or related field; recreational programming and sports facility management desirable or work experience equivalent related to the field. Must possess proficient skills in the area of project management, organizational detail, customer service, computer applications, general administrative, clerical, and basic bookkeeping areas. Must be able to handle a multitude of tasks simultaneously, have good communication skills, and work effectively with the public and other employees in a teamwork environment. Must be self-motivated and be able to work independently. Marketing and promotion skills desirable and helpful.

This position requires the use of a personal or City vehicle while conducting City business. Individuals must be physically capable of operating a vehicle safely and must possess an appropriate, valid Minnesota Driver's License.

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls and to reach with hands and arms.

The employee must be able to lift and/or move a minimum of 50 lbs., depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position.

Must be capable of comprehending and receiving and giving instructions through verbal and written means.

After conditional offer of employment, all candidates will undergo a thorough background check.

**PAY GRADE: 8**

For informational purposes only, does not constitute a contract.