

## 8.1 Director of Parks and Recreation

Full-Time, Exempt

Hours: 40 hours per week

Immediate Supervisor: Board of Commissioners

Salary Range: \$55,000 - \$80,000

### Job Summary

- Administer the operations of the Sandwich Park District.
- Maintain complete charge of the operation, maintenance, and construction of all District facilities, property and recreation programs.
- Maintain complete charge of all Sandwich Park District personnel required for operating the Park District; subject to the employment and salary provisions established by the Board of Commissioners.

### Job Duties

- Organize and supervise an efficient professional administrative organization for the Sandwich Park District.
- Supervise the daily operation of the Sandwich Park District in accordance with established policies of the Board of Commissioners.
- Determine the procedures for operation to provide maximum service at reasonable costs.
- Advise the Board of Commissioners on all Sandwich Park District operational and administrative matters of the District.
- Assist the Board of Commissioners in its role as the policy making body of the District.
- Implement and enforce all park district policies approved by the Board of Commissioners.
- Recommend, develop and supervise recreational activities and services to meet the leisure needs of the community.
- Recruit, select, train, supervise and evaluate District maintenance and recreational personnel.
- Maintain a sound personnel management program.
- Evaluate effectiveness of Sandwich Park District services.
- Oversee the preparation and execution of the annual budget, tax levy and audit adopted by the Board of Commissioners.
- Maintain a continuing cooperative relationship with other Board-appointed officers, advisory groups and other community agencies.
- Adhere to and actively enforce safety procedures of the Sandwich Park District and its overall risk management system.
- Administer the development and implementation of the Sandwich Park District's Strategic, Master, and Risk Management plans.
- Formulate short and long-range planning for the Sandwich Park District.
- Oversee the personnel policy including job descriptions and maintain said plan.
- Oversee that the personnel records are properly maintained in the best interest of the employee.
- Perform other duties as assigned by the Board of Commissioners.
- Attend all meetings of the Board and its Committees, unless excused.

### Job Specifications

- Ability to analyze problems.
- Coordinate public meetings.
- Coordinate sound business practices for the Sandwich Park District.
- Research, develop, and implement programs and services that meet the needs of the constituents.
- Ability to work cooperatively with other governmental agencies.
- Ability to understand and determine the needs of the community.
- Ability to effectively supervise personnel and fiscal matters is required.
- Ability to communicate verbal and written English language and produce accurate work on a timely basis.
- Strong oral, mathematical and written communication skills are required and knowledge using fund accounting software preferred.
- Proficient in utilizing social media such as Facebook, Wordpress entry and website management.
- Demonstrate good computer skills, proficient with Word, Publisher, Excel, Calendars and Photo Editing.
- Experience with RecTrac registration system and reporting preferred.

### Employment Standards

- Bachelor's Degree in Park and Recreation Administration or related field required.
- Master's Degree in Park and Recreation Administration is preferred.
- Five years administrative experience in parks and recreation or a related field is required.
- Certified Park and Recreation Professional Certification (CPRP) preferred or will acquire within a one-year period after hire.
- CPR/AED Certification is required within a 6-month period after hire.
- Membership in professional agencies such as IPRA, NRPA is required.
- Ability to lift 50 lbs. and perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must have and maintain a valid driver's license and must pass a standard background check.

| Salary negotiated based on qualifications.