

**Shelbyville/Shelby County Parks & Recreation**  
**Position Description**

Updated Oct, 2017

**Position Title:** Director of Parks & Recreation

**Position Reports To:** Parks & Recreation Board

**Division:** Parks and Recreation

**Statement of Authority:** Authority of this position is delegated by the Parks & Recreation Board. Appointment of this position is made by the Parks and Recreation Board upon the recommendation of at minimum a five (5) member panel search and review committee.

**Summary Statement:** This position is responsible for carrying out the orders of the Parks and Recreation Board and to see that well-rounded community parks and recreation facilities and programs are organized and maintained. This position shall insure that recreational programs and facilities are offered for every citizen, no matter what their race, religion, or abilities.

**Minimum Qualifications:** Individual shall have a minimum of a BS Degree in Recreation Administration or related field and 5 years of experience in the field of Parks and Recreation. Individual shall have strong public relations and public speaking abilities. Shall be highly self-motivated and able to work with little guidance. Shall have strong abilities in securing sponsorships from private and corporate sectors as donations. Individual shall be willing to work forty (40) to eighty (80) hours per week, depending on the season. Shall be willing to work with County Judge Executive, Mayor, and all other city/county political individuals. Shall have experience working with golf course and aquatic management and facilities. Shall have basic knowledge and common sense in facility construction, maintenance and recreational programming. Position requires a person who is self motivated and in excellent health. This individual shall have a strong background in budget preparation and management for not only the general fund, but to also include all athletic and special event activities. Position also requires confidentiality, accuracy, firmness, tact, courtesy, resourcefulness, diplomacy, dependability, neatness, and must be trustworthy and a very fair person.

**Nature and Scope:**

- Under the general supervision of the Parks and Recreation Board, this individual will provide supervision over all areas owned or managed by the Parks Board including but not limited to, 12 parks, 900+ acres, 25 site campground, 20 miles of hiking / equestrian trails, 12 athletic fields and multiple other athletic facilities, skate park, rental pavilions, equestrian facilities, 9 hole executive golf course, and a 40,000 square foot Family Activity Center including 2 indoor pools, 1 outdoor pool, fitness center, gymnasium, multipurpose space, rental facilities, etc.
- Oversee a staff of ten (10) to fifteen (15) full time employees and approximately a hundred and fifty (150) seasonal staff.
- Give direction and guidance to all departmental staff.
- Shall insure that proper and professional management skills are performed in the day-to-day operations of all parks and recreation facilities and programs.

- Individual is designated as the Risk Manager for the parks and recreation board and has responsibility and authority to create and carry out risk management policies and procedures. Works with department heads to ensure their areas are safe, up to code, and meets safety standards.
- Perform or assist with safety and compliance inspections/audits of park facilities such as playgrounds, skate park, aquatic areas, and other areas. Correcting any safety hazards immediately and properly filing all needed reports and documentation.
- Serves as the purchasing authority for park / FAC operations. Oversee purchasing policies and procedures, approving purchase orders, invoice coding, etc.
- Serves as personnel director for park / FAC operations. Sits on interview committees as needed, establishes salaries and/or wages, oversees employee discipline policies and procedures, makes hiring / termination decisions, and all other personnel processes. \
- Prepare and implement employee performance plans and performance evaluations. Review plans with employees, receive input, and conduct evaluations at least 2 times a year. Create improvement plans if necessary with employees.
- Individual shall be the liaison to city / county officials, local law enforcement officers, EMS, codes and enforcement, etc. Attend county fiscal court and city council meetings to relay park updates, answer questions, and stay updated on city / county business.
- Individual shall present an annual budget to the Parks Board. Monitor individual departments budget and work closely with departments to control expenses, find best prices for supplies, materials, etc. and work to keep areas within budget as best as possible.
- Shall review and update policies, procedures, reports, logs, etc. as needed with input and approval from proper committees and parks board.
- Shall plan, budget for, and supervise all capital construction of new and renovated projects.
- Shall present the Board with detailed future plans for new facilities and programs.
- Shall recommend to the Board needed programs or facility changes.
- Shall serve as the official Parks & Recreation Board Representative, unless otherwise noted.
- Shall represent the Board and speak to civic groups, private industry and other public and private groups which call upon the department for information.
- Build community relationships with local schools, local businesses/organizations, non-profits, and other community partners. Create buy-in to the park programs and promote partnerships that are mutually beneficial to the park and community partner.
- Be involved and attend community events such as chamber of commerce events, chamber of commerce working committees, Christmas parade, celebration of lights, community showcases, business after hours, luncheons, etc. Sit on community boards such as board of health, chamber of commerce, tourism, etc.
- Shall be involved and actively work with the parks sister organizations such as the Parks Foundation, Clear Creek Conservation Trust, Clear Creek Trailblazers, etc. Attend board meetings, committee meetings, special events, fundraisers, etc. Provide input and pass along the parks boards wishes and feedback on park grounds, facilities, improvements, projects, etc. Work events, fundraisers, etc. promoting the park and assisting fundraising efforts.

- Shall oversee all maintenance for all facilities under the Board's direction.
- Ensure staff receive the needed job training and career development opportunities to increase their knowledge and to help remain up with the time and trends.
- Shall set up and attend park committee meetings and give guidance, make recommendations, and help with committee goals and objectives.
- Direct the acquisition, planning, construction, improvement and maintenance of all areas and facilities of the department. To develop and administer a broad program of recreational activities for all ages and interests of the community.
- Confer with local, regional, state, and national government and volunteer agencies which are concerned with recreation, parks, conservation and other recreation resources, so that cooperative planning and working relationships can be developed.
- This individual shall establish procedure to maintain files, correspondence and records of the department.
- Studies and recommends property acquisition for the expansion of recreation areas.
- Prepares reports on department accomplishments and needs.
- Prepares agendas for Board meetings, financial report summaries, prepares news releases and confirms any releases that go out of the office. Serves as direct press contact.
- Works to update parks system masterplan for future development, needed upgrades, and facility changes necessary to move the park system forward.
- Review payroll, ensure accuracy, proper procedures are followed, and checks / direct deposit are submitted to employees.
- Will serve as an evening and/or weekend supervisor along with other park department heads for park operations throughout the year.

**Accountability:** This position is responsible to the Parks and Recreation Board

**WAGE:** Salaried plus benefits.

**BENEFITS:** This position includes county retirement, health insurance, sick time and vacation time. Supplemental voluntary health insurance and other insurance are available. Also includes membership to Family Activity Center for the employee and immediate family members in the same household.