

# City of Danville, Kentucky

## Parks and Recreation Director

### ***THE CITY OF DANVILLE:***

The City of Danville is located 35 miles southwest of Lexington, and is a thriving community with a population of 17,000. The City has a highly efficient infrastructure, water treatment and wastewater facilities, police and fire services, quality school system, and a highly educated workforce. Danville is the home of Centre College, which is among the most prestigious small liberal arts colleges in America. The City of Danville is also the business hub to a 5 county, 100,000 + region.

***POSITION SUMMARY:*** Under the direct supervision of the City Manager the Director has overall responsibility for the planning, coordinating, implementing, and directing of the parks and recreation programs for the City. The Director will be responsible for establishing and conducting recreation programs, overseeing the maintenance and improvement of recreation facilities, evaluating local environment to determine the effectiveness of recreation programs, and establishing long-term plans and strategies to meet the recreational needs of the community. Will provide day-to-day supervision of Parks and Recreation fulltime and parttime staff, and will be responsible for assisting in the establishing and monitoring of the departmental budget, and managing expenditures of department funds.

### ***ESSENTIAL DUTIES & RESPONSIBILITIES:***

- Responsible for the planning, coordination, implementation, and directing of all the parks and recreation programs.
- Assist in the preparation of the annual department budget, and will manage expenditures to ensure departmental funds are used appropriately.
- Manages and monitors the preventative maintenance of the physical facilities and systems.
- Under guidance and approval from the City Manager and elected officials, is responsible for recreation facility improvements and expansions.
- Coordinates and works with agencies and community organizations to establish and enhance recreational activities and resources for the community.
- Directs the recruitment, assignment, and evaluation of community volunteers.
- Supervises and evaluates the day-to-day activities of all departmental staff.
- Responsible for the mentoring, training, and development of departmental personnel.
- Administers progressive disciplinary as needed.
- Plans, coordinates, and establishes workforce staffing needs for fulltime, parttime, and seasonal positions.
- Develops and implements safety practices for the department.
- Prepares reports, recommendations, and presentations to the City.
- Directs the evaluation, selection and administration of outside contracts for recreational services.
- Must work under the direct supervision of the City Manager, and will be responsible for working within the boundaries of their authority as it relates to all Parks & Recreation operations.

- Develops and maintains strong working relationships with City officials, other department heads, state and local community leaders, and the general public.
- Performs other job duties as assigned.

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor's Degree in Business Administration, Public Administration, Parks and Recreation Management, or related field.
- 5-10 years of work experience in parks and recreation, including 3-5 years of supervisory experience.
- Extensive experience with the application of modern principles, methods, practices, and equipment related to parks management and public recreational programs.
- Must have valid and current driver's license.

**Certifications:**

- Certified Park and Recreation Professional (CPRP) certification is preferred, but not required.

**COMPENSATION:** The salary range for this position is \$50,000 - \$65,000. The starting salary will be determined by the candidates years of relevant work experience.

**BENEFITS:**

- 100% Paid Medical, Dental, and Vision Insurance
- Company Paid Short & Long Term Disability Insurance
- 100% Paid Life Insurance
- Vacation Pay
- Sick Pay
- Holiday Pay
- Educational Assistance
- KY CERS Non-Hazardous Duty Retirement

**Application Process:** The position will remain open until filled with the most qualified candidate. To be considered for this position please e-mail a completed application and resume to Human Resources at [rboyd@danvilleky.gov](mailto:rboyd@danvilleky.gov). Applications can also be mailed or dropped off at the following address: Danville City Hall, 445 West Main St., Danville, KY 40422.

Applications can be obtained on the City's careers page on our website at [www.danvilleky.gov](http://www.danvilleky.gov). They are also available for pickup in the Legislative Office within City Hall.

For more information about this position and/or the recruitment and hiring process you may contact Human Resources at 859-936-6866. A detailed job description is available upon request.

*The City of Danville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other trait or characteristic protect by federal, state, and local laws.*