Job Description

Job Title:	Park and Recreation Director	Classification:	Classified
Department:	Parks and Recreation	Grade:	320
Occupational Group:	Leadership	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; plans, directs, and coordinates the activities, programs, and divisions of the City of Joplin's Parks and Recreation Department.

Essential Leadership Job Functions

As a member of the City's Management Team, Department Directors provide critical leadership for the organization. Beyond the technical and administrative functions of the Department's operations, these additional essential functions are required for members of the City's Management Team to be successful.

- Ensures compliance for relevant rules, regulations, ordinances, and directives that may be established by the City Manager, City Council, State of Missouri, and Federal Government.
- Collaborates with members of the City's Management Team to promote a cohesive and positive working environment.
- Researches, develops, and recommends solutions to organizational-related issues and concerns; establishes and documents processes that support the continuous improvement of City operations and services.
- Partners with internal leaders and subject matter experts to reconcile variations and conflicts in processes, policies, and practices to work towards simplification, standardization of service delivery, and improved customer service.
- Coordinates, facilitates, and provides high-level project management for strategic planning and change efforts to ensure wide-spread stakeholder understanding, momentum, buy-in, and commitment to address multi-faceted problems and implement sustainable solutions.
- Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process for direct reports and ensures application of the same by Department supervisors and managers.
- Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by ensuring due process is provided in accordance with the City's policies and procedures, conducts fact-finding hearings when appropriate, recommends the appropriate discipline in consultation with Human Resources, and presents a recommendation for disciplinary action to the City Manager prior to issuing the approved disciplinary action.
- Receives critical input from appropriate supervisors and managers before making final hiring or promotional decisions. Ensures departmental hiring and promotional processes are conducted in coordination with and approved by Human Resources. Verifies budgetary approval before proceeding with recruitment or promotional processes and implementing the final hiring decision.
- Develops the Department's annual budget requests, with input from appropriate staff, to provide necessary programs and services for the community as approved by the City Manager's office. Reviews and approves expenditures for non-personnel costs, to ensure spending is minimized and services are maximized throughout the fiscal year. Ensures departmental purchases comply with the

City's purchasing policies and procedures and are authorized in the budget.

Departmental Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Organizes, coordinates, and directs programs, activities, maintenance, and personnel in the following divisions: Parks and Ground Maintenance, Athletics, Golf Course Clubhouse and Ground Maintenance, Recreation, Aquatics, Cemeteries, and Facilities which include Memorial Hall, Senior Center, Museum, and other facilities. Provides comprehensive oversight and direction to supervisory staff.
2. Reviews and analyzes effectiveness of departmental services; makes necessary improvements. Develops recommendations for future departmental services to meet community needs.
3. Develops and maintains a balanced, safe, and easily accessible system of parks, recreational facilities and programs. Promotes and maintains facilities to further the City's prominence in the region that will continue to contribute to the quality of life for citizens.
4. Researches and recommends future and current park locations, design, or layout.
5. Develops, submits, or presents reports to the public, media, City Manager, and City Council regarding Parks' programs and usage of same.
6. Develops recommendation for rental and use fees for Parks programs, activities, and facilities for approval by City Manager and City Council.
7. Develops master plan, along with planning for programming, scheduling, equipment acquisition, and building enhancements.
8. Establishes and administers contracts between the City and local sports entities.
9. Develops and maintains partnerships with organizations and businesses involved in parks and recreation programs and projects.
10. Assists in developing and implementing an annual budget including expenditures, capital improvement projects, and forecasting long-range capital improvement plans for the department.
11. Recruits diverse individuals, groups, volunteers, boards, agencies and organizations.

Other Duties

- Investigates complaints about departmental programs, services, or facilities.
- Advises and makes recommendations to the City Manager's office concerning policy changes and other matters of concern requiring appropriate action.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Management principles and practices including budgeting, program development and evaluation, and leadership of employees; marketing facilities and programs; Federal grant application procedures and techniques; practices, procedures, and techniques for the proper care and maintenance of public parks, recreational service areas, and cemeteries; groundskeeping, landscape design, and turf management principles and practices methods used to maintain historical records for cemeteries; City Charter, Code, and Personnel Rules and Regulations; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with the public, representatives of local business and industry, community service organizations and groups; organizing, promoting, and operating public events, sporting events, and recreation programs; developing and presenting written and oral reports; public speaking; working with the media and handling public relations issues; planning, organizing, coordinating, and reviewing the work of subordinate staff; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Park Management, Recreation Services, Public Administration, or related discipline. Master's degree in a related discipline is preferred.

Experience: Five years' full-time parks administration experience which includes supervisory and/or managerial experience. Prior experience in multiple program areas such as maintenance, facility management, and recreation programing experience is preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must establish and maintain residency within 12 air miles of Joplin's City Hall.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	