City of Shakopee
POSITION DESCRIPTION

TITLE: Director of Parks, and Recreation
DEPARTMNET: Parks and Recreation
CLASSIFICATION: Director
REPORTS TO: City Administrator
STATUS: Full-Time, Exempt
PAY GRADE: 11
LAST REVIEWED: 12.01.2023

SUMMARY

Leads and manages the Parks and Recreation Department; including the development and implementation of a broad range of recreation programs; operation of the Community Center, Ice Arena, and Aquatic Park; and scheduling of all park facilities. Responsible for overseeing all aspects of the Department's operation, including the establishment of an effective organizational structure and management of personnel, equipment, and budgetary resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides planning, oversight, and direction for the delivery of a wide variety of recreation programs and the use, operation, and maintenance of the Community Center, Ice Arena, Aquatic Park, and Park Facilities.
- Continuously evaluates the Department's processes and services; develops options for improving or matching services more closely to community needs. Implements adopted changes within the designated timeline and budget.
- Implements and, as needed, updates the Parks, Trails and Open Spaces Master Plan that is compatible with existing long-range plans for City development. Reviews development applications and site plans to analyze impacts on parks and recreation services.
- Participates in the park planning and design process.
- Serves as liaison to Park Maintenance Division of the Public Works Department for the provision of park maintenance activities.
- Serves as a staff liaison to the Shakopee School District and the Community Education Advisory Board.
- Represents the Department at a variety of regularly scheduled and special City Council, commission, board, and other meetings and workshops.
- Provides direct and in-direct supervision to all Department employees in accordance with City policies and applicable laws. Responsibilities include selection, development, and training of personnel; planning, assigning, and directing work; appraising performance; addressing complaints, resolving problems and taking appropriate disciplinary action under the guidance of the city administrator when necessary.
- Develops and recommends annual departmental operating budget and fee schedule; monitors and controls expenditures within approved limits and according to City policies and procedures.
- Develops and administers proposals, agreements and contracts, leases, and special use permits for facilities and services.
- Participates in external meetings, seminars and training designed to keep informed of recent trends in the field, industry best practices, new technologies and potential improvements.
- Establishes and maintains effective working relationships with other City departments and staff; works collaboratively as part of the City's management team to ensure the most effective and efficient delivery of municipal services as a whole.
- Oversees administrative functions of the Department, including but not limited to the creation and maintenance of all necessary and appropriate records, in accordance with the City's records retention schedule; the dissemination of information to the public in accordance with applicable laws; and the timely preparation of all necessary reports, correspondence and memos.
- Keeps City Administrator advised of developments within the Parks and Recreation Department.
- Performs other related duties as apparent or assigned by the City Administrator.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Thorough knowledge of recreation and leisure program planning and administration, facilities management, the parks planning and development process, standard personnel functions and supervisory responsibilities, and standard accounting / cash flow management practices.
- A broad working knowledge of the municipal platting/subdivision process, as it relates to park dedication and development.
- A broad knowledge of park construction; public bidding processes, contract management and project administration practices.
- A basic working knowledge of facility mechanical systems, including ice refrigeration and pool filtration and circulation systems.
- A thorough knowledge of woodland management and other natural resource functions.
- Ability to read, analyze, and interpret complex information.
- Ability to communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to write reports, memos and business correspondence using proper spelling, grammar and punctuation.
- Ability to effectively present information in one-on-one and group settings and respond to questions from employees, elected officials and the general public.
- Ability to support department recommendations within a context of objective analytical data and justifiable cost.
- Ability to establish and maintain positive, professional working relationships internally with co-workers, subordinates and supervisors and externally with stakeholders, community organizations and partnering agencies.
- Ability to work with the public in a friendly, tactful manner.
- Ability to maintain a high level of integrity and ethical performance at all times.
- Ability to plan and develop organizational goals and objectives, take initiative, facilitate organizational change and communicate goals and objectives to Department personnel and the general public.
- Ability to assign, instruct, evaluate and prioritize the work of subordinates within the overall framework of the City's goals and objectives.

SUPERVISION

- Supervises the internal functions of the Park and Recreation Department, including full-time, part-time, and seasonal staff.

INTERNAL/EXTERNAL CONTACTS

- Daily contact with Administrative Department and other departmental staff.
- Daily contact with the public.
- Daily contact with Department Heads to provide support and assistance.

QUALIFICATIONS

Minimum Qualifications

Bachelor's Degree in recreation, park management, public administration or a closely related field, and five years of progressively responsible management and supervisory experience in the field of Park and Recreation Administration. Must possess a valid driver's license.

Desirable Qualifications

Master's Degree in a related field from an accredited college or university. Fluency in a second language, in addition to English, that has a recognized presence in the community (Spanish, Russian, Hmong, etc.).

WORKING CONDITIONS

The normal work environment is a modern, climate-controlled office building, with moderate levels of noise generated by conversations, phones and other office equipment. The employee is occasionally required to work outside in a variety of seasonal weather conditions and walk a variety of terrains to visit development sites and park projects, resulting in occasional exposure to construction noise and dust.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand and move about the office; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employees are required to speak, hear and see in order to share information, receive instructions, and complete tasks using a computer screen. The employee must occasionally lift and/or move up to 25 pounds.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop Computer and Soft Phone
- Copy/Scanner/Fax Machine
- City Vehicle
- Cell Phone

The City of Shakopee is an Equal Opportunity Employer.