

# CITY OF SPRING LAKE PARK JOB DESCRIPTION

**JOB TITLE:** Director, Parks & Recreation  
**DEPARTMENT:** Parks & Recreation  
**REPORTS TO:** Administrator, Clerk/Treasurer

**DATE:** January, 2019

---

**POSITION SUMMARY:**

Administer and oversee the complete operation of the Parks and Recreation Department. Plan, organize and administer a quality comprehensive recreation program. Supervise full-time and part-time staff, student interns and volunteers. Develop and maintain effective public relations. Develop and administer park development, re-development and maintenance five year plans.

---

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop and submit sound, documented Recreation Department and Parks Department budgets and control expenditures accordingly with approved budget limitations.
- Attend meetings; City Council, city organizations, school, athletic associations and civic groups for the purpose of providing background and/or support to make the best possible decisions relating to departmental needs and to generate support for depart activities.
- Recommend projects, set priorities and implement park projects in order to use available resources and personnel in the most effective manner at the most favorable cost to the city.
- Oversee the administration of all recreation activities through Recreation Program Supervisors, seasonal part-time and volunteer staff. This includes organizing, directing, implementing, coordinating and evaluating the department programs on a daily basis.
- Ensure department records are maintained in an accurate and up-to-date manner on all programs, and special projects.
- Recruit, interview, hire, full-time, part-time and seasonal staff. Train and supervise staff in order to provide a well organized program.
- Jointly plan and coordinate the maintenance of parks facilities with the Public Works Director to assure attractive, safe and functional surroundings in a cost-effective manner.
- Serve as staff liaison to the Park & Recreation Commission. Attend meetings, prepare agenda, record minutes, and prepare staff reports as needed.
- Apply for grants and donations to help supplement city recreation programs and park improvements. This includes donation requests from business and charitable gambling groups.
- Develop and implement effective public relations with civic, school and athletic groups to generate community support for the City of Spring Lake Park.
- Research new program areas. Evaluate current needs of residents.
- Work closely with student intern in setting goals/objectives as the student strives toward higher levels of personal and professional growth, while making them an integral member of the staff.
- Answer inquiries or complaints from citizens relating to department activities and personally follow through to resolve the matter in a diplomatic and professional manner.
- Establish policies and procedures required to ensure all necessary documents are maintained for staff which includes contracts, time sheets and work schedules.
- Take opportunities to serve on advisory boards or liaison to various organizations both in the community and professionally.
- Continuously evaluate the performance of the department and assigned personnel as the basis for counsel and guidance.

- Create a working environment in which assigned personnel are encouraged to develop and achieve their full potential. Demonstrate, by personal example, the desired standard of conduct and work performance. Give support to staff on special projects and events.
- Coordinate partnerships between neighboring cities, ISD 16, local youth sports associations and civic organizations.
- Coordinate usage of park facilities.
- Lead community celebration planning and implementation with staff and planning committee.
- Keep the City Administrator informed on important developments that affect the city.
- Attend meetings, perform other duties, and assume other responsibilities as requested.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Comprehensive knowledge of the principles, practices, organizations, purposes and administration of parks and recreation and the ability to implement them.
- Good knowledge of the principles and practices of supervision and training.
- Ability to work with architects, engineers, contractors and suppliers on park development projects.
- Possess good leadership skills as well as organizational skills.
- Must have knowledge in recreational programming for all ages.
- Ability to establish and maintain effective working relations with city and school officials and employees.
- Must have knowledge in managing operations of facilities and ground maintenance.

**MINIMUM QUALIFICATIONS:**

- Bachelor Degree in Parks and Recreation Administration or related field.
- Minimum five years of progressive responsible experience in municipal Parks & Recreation with at least two years in a supervisory role.
- Experience in administering a budget, park development, facilities and grounds management.

**DESIRED QUALIFICATIONS:**

- Graduate course work or Masters Degree in Parks and Recreation or related field.
- Five to seven years of progressive responsible experience in municipal Parks and Recreation with at least three years experience in a supervisory role.