



## **CITY OF WEBSTER CITY JOB BAND DESCRIPTION**

**POSITION:** Recreation & Public Grounds Director

**JOB – BAND CLASSIFICATION:** Director

**Definition:**

Under the general direction of the City Manager is responsible for the overall planning, organizing, staffing, directing and evaluation of activities of the Recreation & Public Grounds Departments.

**Essential Functions:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

***Essential duties and responsibilities may include, but are not limited to the following:***

- Plans, coordinates, administers, reviews and evaluates a comprehensive program of recreational and parks activities.
- Formulates general policies, reviews specific policies and procedures prepared by staff, and approves all departmental policies.
- Supervises departmental personnel administration including training, employee relations, performance reports, salary increases and discipline.
- Responsible for scheduling personnel for recreation facilities.
- Works closely and communicate with the Assistant Director of Recreation & Public Grounds to establish work plan, monitor day to day operations to carry out and meet the goals of the Recreation, Public Grounds and Cemetery Departments.
- Prepares the annual CIP, CEP and operating budgets for the Recreation and Public Grounds Departments.
- Serves as secretary to the Parks & Recreation Board and Fred M. Fuller Board of Trustees; informs and advises the board on operational activities; coordinates agenda preparation and meetings.
- Staff liaison to the Parks & Recreation Committee, Wilson Brewer Park Historic Park Committee and Fred M. Fuller Board of Trustees, Senior Citizen Advisory Board.
- Works with citizen and other public groups and with other public agencies to bring about coordinated, effective use of public parks and recreation areas.

- Reviews materials submitted for the Parks & Recreation Board and makes recommendations accordingly.
- Prepares reports pertaining to surveys, studies and projects as needed.
- Performs other duties of a similar nature or level as assigned.
- Maintain confidentiality of work-related issues and City information.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

**Supervision Exercised:** Full and Part-time staff within the Recreation and Public Grounds Departments

**Required Competencies:**  
*Including but not limited to the following:*

**Knowledge of:**

*Principles, trends, philosophy and techniques of community recreational and parks maintenance services administration;*  
*Program planning techniques related to recreation planning;*  
*Principles of personnel management, supervision and training;*  
*Budgeting techniques;*  
*Public facility management, operation and maintenance;*  
*Principles of effective public relations and interrelationships with various community groups and stakeholders;*

**Skills in:**

*Supervising employees;*  
*Developing and delegating tasks and projects;*  
*Problem solving;*  
*Using computers and related software applications;*  
*Meet and deal effectively with a variety of community, private and governmental groups and individuals;*  
*Ability to establish and maintain effective working relationships with fellow workers and the public;*  
*Verbal and Written Communications;*  
*Problem-Solving;*  
*Decision Making;*  
*Planning and organizing;*  
*Team Work and Cooperation*

**Education, Experience & Technical Skills Required:**

Bachelor's Degree in recreation administration, public administration or other related field of specialization. A minimum of three years progressive, management-level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed above. Valid Iowa Driver's License.

**Physical and Environmental Requirements:**

Ability to sit for extended periods of time. Strength to push, pull, or lift up to 50 lbs. Eyesight sufficient to distinguish colors. Hearing sufficient to hear verbal and phone

conversations. Reading and writing skills sufficient to research regulations and keep accurate records. Ability to work alone as well as in a group.

**FLSA/Wage Hour Status:** Exempt