

CITY OF VAN METER

TITLE: Parks & Recreation Director

DEPARTMENTS: Parks & Recreation, Facility Management & Maintenance

AVAILABILITY: 35 – 40 hours (Monday – Friday) with some weekend availability, hours may vary during seasonal activities

CLASSIFICATION: Non-Exempt (Hourly), Benefit eligible with +32 hours/week

PAY RANGE: \$20-\$25.00/hour plus employer paid benefits (Insurance: Medical, Dental, Vision, Life, AD&D, and Short-Term Disability)

JOB FUNCTIONS: Responsible to organize and implement all parks & rec programs; maintain City park property and buildings; supervise park employees and volunteers.

JOB RESPONSIBILITIES:

Parks Programs:

1. Prepares the agenda, minutes, and any other official documents, organizes, attends, and participates in the Parks and Recreation Committee meetings.
2. Attends regular City Council meetings and makes a Parks and Recreation report.
3. Works with the Parks and Recreation Committee and/or City Clerk to draft new or revised park ordinances or policies for recommendation to the City Council.
4. Submits budget information to the City Clerk to be included in the City Council packet. This includes proposals for the new fiscal year and budget amendment requests during the year.
5. Makes purchases following the City of Van Meter Purchasing Policy.
6. Seeks grant, rental, or sponsorship opportunities for park & rec projects (including trails) and then submits information and proceeds to the City Clerk's staff.
7. Arranges, attends, and supervises department recreational programs and events. Develop programs for residents of all ages.
8. Conducts program evaluations to determine feasibility, participation level and quality of each program and event.
9. Organizes, participates, and supervises the concession stand during programs and events. Turns in all receipts no later than the next business day to the city clerk's office with any required paperwork.
10. Develops public information regarding park programs and events. This may include but not be limited to: flyers, posters, brochures, sign-up forms, calendars, schedules, website posts, Facebook posts, Nixle messages, and Twitter messages. Any social media posts shall follow the City's Social Media Policy.
11. Assists in implementing the City of Van Meter hiring process for park department employees (including seasonal) and makes recommendations to the City Council regarding hiring decisions. Recommends to the Mayor and/or City council for employee dismissals.

12. Develops process to solicit volunteers, perform background checks, and select the volunteers for a position. Implements this system and oversees the ongoing use of the volunteers. Recommends to the Mayor for volunteer dismissals. Any State of Iowa laws, City of Van Meter laws or policies regarding confidentiality shall be followed at all times.
13. Receives and distributes all required employment or volunteer paperwork with the assistance of the city clerk's staff.
14. Distribute, track, and ensure return of equipment and keys needed for park & rec programs.
15. Directs, assigns, plans and reviews work of parks department staff, both employees and volunteers.
16. Schedules the use of the City's fields including rentals (youth softball, baseball & soccer if applicable) and scheduling on City soccer fields
17. Participates as the City's representative on the Raccoon River Days Committee, City Holiday Celebrations, and other appropriate civic groups as may be assigned.
18. Follow OSHA regulations and see that all park staff and volunteers do also.
19. Other duties as assigned by the Mayor or Council.

Grounds/Buildings:

1. Maintain grounds and buildings on all City parks property as needed. These duties will include but not be limited to: empty trash, sweep floors, clean restrooms, maintain fields, and others as assigned.
2. Trim and/or remove (or arrange for such) trees on City park property as needed.
3. Inspect park playground equipment and repair or replace (or arrange for such) as needed.
4. Communicate to the City's Public Works department about weed control on City park property when needed.
5. Trim, mow, and rake leaves on City park property.
6. Communicate to the City's maintenance department about the need for mulch so they can order and see to the delivery. Place (or arrange for such) mulch around trees and in playground areas.
7. Distribute and track keys for fields and park buildings.
8. Maintain City trails as needed.
9. Determine if the weather and/or grounds are suitable for the planned activities. Communicate delays or cancellations as soon as possible to all those involved.
10. Close up the facilities (or arrange for such) after a program or event.
11. Organize work days with volunteer groups.

Equipment:

1. Operate job required equipment on appropriate applications as needed.
2. Perform (or arrange for such) general maintenance and repair work on all City equipment as needed. Maintain accurate equipment records.

Miscellaneous:

1. Keep an accurate time card and submit it on the first business day of each week to the city clerk's office. Work schedule will be varied due to park programs, events, and meetings. Keep the city staff informed of your weekly work schedule.
2. Notify the city clerk's office if you find it necessary to leave work early.
3. Notify the city clerk's office if you are unable to be present for work or unexpectedly detained.

4. Report to the City of Van Meter Police Department any vehicles parked illegally on city park property or illegal activity on city park property.
5. Be aware of all city policies as listed in the City of Van Meter's Personnel Policy Manual or as may be updated. This manual will be updated as needed. All updates become effective once adopted by the Van Meter City Council.
6. All other duties as may be needed or assigned.

CONTACTS: This position makes frequent contact with other City of Van Meter employees and the Mayor to exchange and interpret information. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside the City may be frequent and will involve program participants, vendors, and contractors and involve the exchange and interpretation of information regarding City projects programs or supplies/equipment purchases.

EQUIPMENT USED: Computer, phone, copier/scanners, pick-up truck, mowing equipment, trail maintenance equipment, as well as various hand and power tools. Most power equipment requires specific operational and maintenance training; perform minor maintenance activities on most power equipment as needed.

QUALIFICATIONS:

- A. Education – High School Graduate or equivalent required. Preference given an applicant with a college degree in leisure services or related field or equivalent experience. Speak, read, and write English fluently for communication with staff, residents, elected officials, and others.
- B. License – valid Iowa Driver's License
- C. Certification – Adult and Pediatric First Aid/CPR/AED
- D. Screening – criminal background history check and sex offender registry search will be performed and successful applicant must pass before beginning work.
- E. Some knowledge and/or training in heavy equipment operation and maintenance preferred. Due to the nature of the tasks to operate heavy equipment, all applicants must be at least 18 years of age.
- F. Some knowledge and/or training in office procedures, Microsoft Office applications, computer skills, and smart phones is preferred.
- G. Some knowledge and/or training of sport regulations including: all levels of softball, baseball, and soccer is preferred.
- H. Experience – No experience required. Some experience in park administration and building/grounds maintenance or related areas is preferred.
- I. Special Abilities - Must have good organizational skills; must be a self-starter and have good communication skills to interact with City Council and citizens and manage numerous maintenance related projects in the City. Exercise discretion and independent judgment in the day-to-day activities of the Park Department.

J. Physical Requirements – Must be able to lift objects weighing in excess of 50 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted, able to work in confined work areas and occasionally from heights; must be able to stand, sit, listen, watch, crouch, stoop, kneel, bend, climb and balance for extended periods of time in all weather conditions.

K. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizens' expectations under time deadlines.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

DISCLAIMER

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.