

City of Thornton, CO Job Description

Class Title: PARKS & RECREATION DIRECTOR
FLSA Status: EXEMPT

SUMMARY:

Under direction of the City Manager, leads, directs and manages all activities of a department including park maintenance, open space and construction, recreation, senior services, golf course maintenance and operations, community connections and engagement, and arts and culture. In this capacity, contributes to the development of and supports the approved workplan to address the city and community priorities.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Directs and manages all activities and operations of the department, including park maintenance, open space and construction, recreation, senior services, golf course maintenance and operations, community connections and engagement, and arts and culture.

Develops and implements rules, regulations, policies, and procedures to advance the department's mission, goals, and objectives.

Participates as a member of the City Manager's senior management team. Balances advocacy for individual department wants/needs with commitment to and support for the best overall outcomes for the city and community.

Maintains a thorough knowledge of federal and state laws, local statutes, ordinances, standards, procedures, and trends related to parks maintenance, open space and construction, recreation, senior services, golf course maintenance and operations, community connections and engagement, and arts and culture and ensures their implementation.

Advises the City Manager on issues related to park maintenance, open space and construction, recreation, senior services, golf course maintenance and operations, community connections and engagement, and arts and culture.

Assesses local needs and updates the strategic plan for the future of the department, the city, and the community. Analyzes problems, identifies alternative solutions, projects consequences of proposed actions, and implements recommendations in support of goals. Interacts with other departments and agencies to promote and coordinate activities, goals, and programs.

Advocates necessary changes to promote high quality of life within the community; coordinates and resolves interdepartmental issues that arise from parks maintenance, open space and construction, recreation, senior services, golf course maintenance and operations, community connections and engagement, and arts and culture.

Manages, supervises and directs the activities of assigned staff and functions; makes recommendations regarding hiring, discipline, termination or advancement of employees. Schedules employees, assigns work, and monitors progress; guides, trains and develops employees in the accomplishment of their duties and professional growth; evaluates performance.

Remains current on issues and trends relative to the department and service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints. Conveys City Council goals to staff; interprets municipal codes and policies.

PARKS & RECREATION DIRECTOR (Continued)

Monitors departmental operations and customer service to ensure quality control; identifies and resolves deficiencies; prepares and presents periodic and special staff reports on departmental issues and projects. Interacts with other departments and agencies to promote and coordinate activities.

Develops and implements the department budget. Determines levels of staff, equipment, and other resources needed to effectively and efficiently provide departmental services and programs.

Represents the city in meetings with professional organizations, other public agencies, and the public.

Meets with City Council, city management, commissions and boards to assist in policy determinations.

Performs other duties as assigned.

QUALIFICATIONS:

Education/Experience:

High school diploma or GED. Bachelor's degree in Parks & Recreation or related field from an accredited college or university preferred; eight years' management experience in parks, recreation or related field, including five years of supervisory experience. Equivalent combinations of education and experience may be considered.

Knowledge, Skills, and Abilities:

Knowledge of the policies, procedures, practices, and goals of the city of Thornton and the department.

Knowledge of the theory, principles, practices, and methods of parks and recreation.

Knowledge of federal, state, and local laws, statutes, ordinances, resolutions, and charter relating to parks and recreation, open space and construction, senior services, land acquisition and arts and culture.

Knowledge of basic principles of finance.

Knowledge of the general principles and practices of public administration, including personnel management and supervision, organizational development and budgeting, and of quality customer service.

Skill in effectively directing and managing all activities and operations of a municipal parks and recreation department, including park maintenance and construction, recreation services, open space, land acquisition, senior services and arts and culture.

Skill in developing, implementing, and evaluating policies and procedures in order to achieve department missions, goals, and objectives.

Skill in planning, organizing, assigning and coordinating the activities of professional staff.

Skill in determining levels of staff, equipment, and other resources needed to effectively and efficiently provide departmental services and programs.

Skill in applying appropriate public relations skill in various situations and circumstances and in facilitating change.

Skill in assessing community and city needs and strategically planning for the future.

Ability to effectively represent the city in meetings with professional organizations, other public agencies, and the general public.

Ability to develop, manage, monitor and maintain budgets, and various grant programs

Ability to monitor departmental operations and customer service to ensure quality control and to identify and resolve deficiencies.

Ability to research, evaluate, and use new methods and techniques for operational improvement.

Ability to motivate, lead, supervise and train employees.

Ability to respond with tact, composure, and courtesy when dealing with difficult situations.

Ability to deal constructively with conflict and to develop consensus.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Ability to listen well and communicate effectively orally and in writing with various audiences.

Ability to research, develop and lead formal and informal presentations and discussions with diverse groups.

Ability to serve effectively as a member of a senior management team.

PARKS & RECREATION DIRECTOR (Continued)

Ability to interpret, understand, and comply with complex statutes, ordinances, regulations, standards, and laws.

Ability to analyze and evaluate information accurately, and to express ideas clearly when providing oral and written reports or recommendations on administrative, financial and technical issues.

Ability to regularly exercise discretionary authority.

Ability to use standard office equipment, computer equipment and software including word processing, data base management, spreadsheet applications and electronic mail.

Ability to establish and maintain effective working relationships with city management, employees, elected officials, board and commission members, community members and the general public.

Licensing/Certification Requirements:

May need the ability to travel to various locations in a timely manner as the job requires.

Physical and Mental Requirements:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, see and demonstrate manual dexterity. The employee is also required to perform light lifting.

This position description is a valid statement of the job duties, responsibilities, and requirements of this position.

City Manager

Date