

## **JOB DESCRIPTION**

DEPARTMENT: Parks Department

JOB TITLE: Director of Parks and Recreation

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### **General Duties:**

Performs under the supervision of the Mayor and City Administrator. This is a professional parks and recreation position requiring considerable independent judgment and expertise in implementing and supervising a high quality, comprehensive program within the community. This position is responsible for making recommendations for the hiring, training and evaluation of all staff members and coordination of maintenance functions required at the facilities operated by the City of Carlyle Parks Department. This position is also responsible for coordinating all City-sponsored programs, sports leagues, and special events, including holiday activities.

### **Specific Duties:**

- Submit hire recommendations, train, and supervise staff of the City of Carlyle Parks Department.
- Plan, organize, and supervise the department's programming and special events that appeal to children, adults of all ages, and families within the community.
- Prepare and administer a yearly budget for equipment, chemicals, and supplies by forecasting revenues and expenditures.
- Administer and implement parks/facilities improvements guided by the department's Parks Master Plan. Responsible for all long-term planning activities and recommendations to the City Administrator and City Council.
- Coordinate with the Park Maintenance Supervisor on all maintenance functions of the department.
- Supervise Pool Manager and lifeguards on the safe operation of the aquatic facility at Carlyle City Park. Coordinate with Maintenance Supervisor to ensure all mechanical features and equipment at the pool are operating safely. Maintain safe chemical levels in water at all times.

- Ensure efficient and safe operation of concession stands and vending areas.
- Make recommendations on equipment and supplies to ensure safe park operation. Generate periodic reports that support the review and analysis of operations.
- Purchase supplies and equipment necessary for programs and maintenance functions of the department.
- Assist other departmental staff in planning, coordinating, promoting, directing, and producing special events or working on special projects.
- Investigate and respond to suggestions or complaints regarding facilities, programs, or staff.
- Maintain positive and effective working relations with other City department staff and volunteers, professional, public and community organizations, and a diverse public.

**Education/Skill Requirements:**

- Bachelor's Degree in Parks and Recreation or related field and considerable working experience in parks and recreation, aquatics management, and programming.
- Excellent customer service and team-oriented skills.
- Excellent verbal, written and interpersonal skills.
- Strong programming, planning, budgeting, and organization skills.
- Ability to utilize available technology as well as recommend improvements that support efficient and effective operations.

**Experience Requirements:**

- Certified Parks & Recreation Professional (CPRP) certification preferred.
- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO), and Certified Playground Safety Inspector (CPSI) certifications are highly desirable.
- Considerable knowledge in the principles and practices of aquatic operations, pool maintenance, and pool chemicals.
- Considerable knowledge of park and aquatic operations to include safe practices, hiring, concession management, and employee supervision.

- Considerable knowledge in staffing, marketing, coordinating volunteers, etc. for municipal special events.

**Special Requirements:**

- Requires willingness to work in all kinds of weather conditions, to work in groups or alone, to make decisions concerning maintenance, repairs, and thorough record keeping.
- Able to withstand hard work and physical labor on a continuous basis.
- Must be physically well and can provide a doctor's certification of physical capabilities to perform the prescribed duties outlined in this job description. Re-certification of individual's physical capabilities may be required by the employer if it is deemed necessary to verify the individual's work capabilities.
- Must possess a valid Illinois' Driver's License with acceptable driving record.
- Must possess or be able to obtain a valid CPR/AED certification with six (6) months of hire.
- Must be able to pass a pre-employment background check and drug screening.
- Must be able to lift tools, tools boxes, materials, and parts alone weighing up to 100 pounds.
- Physically able to squat, bend, lay, stand, sit, and work during work hours and events.

The undersigned acknowledges receipt of the job description and understands the duties and responsibilities associated with this position.

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Employee Signature

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Date