



JOB DESCRIPTION: DIRECTOR – PARKS AND RECREATION

Primary Responsibility: Under general direction of the County Manager, the Parks and Recreation Director; plans, manages and administers day to day operations of the Parks and Recreation Department and facilities. Provides general oversight and direction for all staff in the development, implementation, management and administration of recreation functions.

Supervised by: County Manager

Supervises: Assistant Parks and Recreation Director, Aquatics Specialist, Sports & Leagues Specialist, Assistant Coordinator – Web, Marketing and Administration, Office Assistants and Receptionists

Main Job Duties:

- Oversee general recreation programs, youth and older adult activities, wellness, aquatics, sports and athletics, and guest services areas to ensure quality programming that meets the community's needs. Continually assesses regional recreation market and conditions; develops immediate and long-range plans to meet recreational needs of all age groups through facilities and program activities; evaluate patron utilization, program effectiveness, adequacy of programs offered, patron satisfaction to effectively meet the requirements and needs of the Gilpin community and guests while maintaining approved budget. (24%)
- Prepare and administer the department budget including collecting, organizing, researching budget material and controlling expenditures. Discuss critical budget issues with the County Manager. Present final budget to Board of County Commissioners in conjunction with the Finance Director for approval, including capital funding requests. Control expenditures of the annual budget appropriation. (15%)
- Direct the operation and maintenance (including custodial) of the Parks and Recreation facilities, and resolve operational and technical issues. Work in conjunction with the Director – Public Works and Facilities when appropriate. (15%)
- Hire, schedule, evaluate, discipline and supervise staff, in accordance with the Gilpin County Employee Handbook. Guide, train, develop and coach employees in the accomplishment of their duties and professional growth. Check staff timecards for accuracy, sign and submit all Parks and Recreation department timecards on time. (14%)
- Supervise the day-to-day administration functions of the Parks & Recreation Department including daily/monthly/yearly financial functions such as vouchers, deposits, budget tracking, payroll, purchasing, financial reconciliation, collections, and credits. (11%)
- Respond to and resolve sensitive and difficult public inquiries and complaints. (4%)

- Promote and publicize recreation programs and activities; prepare and coordinate the development of programs and events publicity, including flyers, brochures, news releases, web site posts, community outreach, etc. (4%)
- Develop and implement goals, objectives, policies and priorities for all aspects of the Parks and Recreation Department; identify resource needs. (3%)
- Prepare and present staff reports to the County Commissioners and County Manager as required. (3%)
- Coordinate activities with other departments and outside agencies and organizations. Meet with various boards and committees as needed. (2%)
- Evaluate and monitor fees for recreation programs and Community Center to comply with budgetary projections. (2%)
- Maintain and enhance professional knowledge, skills, and development by attending seminars and training programs, and by reading trade and professional journals and publications. (2%)

Additional Job Duties: (1%)

- Oversee the licensed school age child care program.
- Ensure compliance with risk management and safety programs of all areas of operation.
- Perform related duties and responsibilities as assigned by the County Manager and any duties needed to stabilize an emergency situation.

Hours:

- May be required to work evenings and weekends.

Qualifications:

- Education: Bachelor's Degree in recreation or a similar field required.
- Thorough knowledge of the objectives and philosophy of a county parks and recreation program.
- Ability to:
 - (a) Recognize, investigate and analyze a variety of issues and make effective recommendations for solutions including participation in long-range and strategic planning.
 - (b) Assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for development and implementation of new program areas.
 - (c) Speak effectively before groups of employees and public groups and respond to questions.

- (d) Organize work, set priorities, meet critical deadlines, and follow up on assignments with minimum direction.
 - (e) Understand, interpret, and communicate complicated policies, procedures and protocols.
 - (f) Plan, organize, assign, direct, motivate, review and evaluate the work of staff, and provide for their training and professional development.
 - (g) Develop and maintain effective working relationships with employees, elected officials, the public and other agencies.
 - (h) Accurately and effectively transmit and receive information that is necessary to the accomplishment of goals and objectives, including effective written and oral communications in English; and the ability to listen.
- Knowledge of and ability to research, compile, and summarize a variety of informational and statistical data and materials; prepare clear and concise reports, correspondence and other written materials.
 - Possess:
 - (a) Strong organizational leadership abilities and demonstrate skill in administration, personnel, team building and finance.
 - (b) Strong interpersonal, decision-making and management skills.
 - Must pass background check, including traffic and criminal.

Certifications:

- Parks and Recreation Professional (CPRP) certification preferred.
- Must possess CPR, First Aid, Medication Administration, and Universal Precautions Certification within 90 days of employment.
- Must have a valid Colorado Driver's License without any restriction due to driving record. Must also be able to drive a county vehicle.
- Must possess FEMA ICS 100 and 700 certifications within 6 months of employment.

Physical Demands:

- Ability to:
 - (a) Reach, grasp, handle, stoop, kneel, and bend in order to place and retrieve stored information such as files, forms, reports and equipment.
 - (b) Physically operate a variety of equipment such as computers, copiers, facsimile machines, and printers, etc.

- (c) Exert up to 10 pounds of force frequently or constantly move objects.
- (d) Concentrate and pay close attention to detail with frequent breaks in concentration associated with answering phones or speaking in person to patrons requiring assistance.
- (e) Perform without additional assistance, all physical movements necessary for program administration.

Work Environment:

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and cold conditions and toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.

Experience:

- Eight years of experience in Recreation Administration, demonstrating administrative, budgeting, organizational and supervisory skills. At least four years should be in the position of management or supervision as a Recreation Professional.
- Experience in facility operations required.
- Experience working with licensed school age child care program preferred.

I, _____ have read the above job description for the **Gilpin County Parks and Recreation Director**. To the best of my knowledge I am able to perform all duties of the job as described.

Employee

Date

Supervisor

Date