Human Resource Use Only	
Position Number:	
Step/Grade	
Effective Date:	

Job Description

POSITION IDENTIFICATION

Position Title:	Director of Parks & Recreation
Department:	Parks & Recreation
Status:	Full-Time Exempt
Workweek:	Monday – Friday, evening meetings as required

SUPERVISORY RELATIONSHIPS

Reports to:	Common Council & Mayor
Directly Supervises:	Parks Supervisor, Recreation Supervisor, Parks & Recreation Administrative Assistant

POSITION PURPOSE

The Director of Parks and Recreation serves as the senior administrative leader of the Department and is responsible for the overall management and operation of all City Parks divisions, including the Aquatic Center, Zoo, Senior Center, and all recreation programming. The Director promotes the role of parks and recreation in enhancing community vitality and quality of life.

This position leads strategic planning efforts, oversees park development and capital projects, manages departmental budgets and grants, and represents the City in partnerships with community organizations and local, state, and federal agencies. The Director reports to the Parks and Recreation Committee, Mayor, and Common Council, and serves on various committees, commissions, and boards. This senior administrative role requires the ability to deal effectively with the public, media, elected officials, contractors, consultants, employees, other city department leaders.

ESSENTIAL DUTIES

- Provide overall direction for parks, facilities, and recreation services
- Develop and implement strategic plans, annual work plans, operating and capital budgets
- Ensure compliance with applicable laws, ADA requirements, and City policies
- Limit liability and maintain safe working conditions
- Represent the Department with elected officials, agencies, and the public
- Plan and oversee diverse recreation programs and community events
- Promote parks and recreation services to residents, visitors, schools, and businesses
- Respond to citizen inquiries and concerns
- Establish and support volunteer engagement efforts
- Oversee park development and capital improvement projects from planning through completion
- Prepare grant applications and administer grant-funded projects
- Coordinate RFP/RFB processes and collaborate with DPW
- Monitor project budgets, schedules, and compliance requirements
- Supervise park operations, maintenance, and special facilities
- Hire, train, evaluate, and discipline full-time and seasonal staff
- Support staff development and succession planning
- Maintain accurate parkland and asset records

OTHER DUTIES

- Other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education	Bachelor's Degree in Park and Recreation Management or a related field required
Experience:	Minimum 10 years of professional parks and recreation experience, or the equivalent combination of experience and training which provides the required knowledge, skills and abilities, as determined by the City.
Certifications/Licenses:	Must possess a valid driver's license.

KNOWLEDGE, SKILLS, & ABILITIES

- Strong leadership, organizational, and strategic planning skills
- Strong written and verbal communication skills
- Strong municipal budgeting and financial management skills
- Ability to interpret ordinances, policies, and technical documents
- Sound judgment, ethical leadership, and ability to manage complex high-pressure situations
- Ability to build and maintain positive relationships with staff, officials, and the public

BACKGROUND CHECKS

Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity:	This position is required to sit, stand, walk, use both hands to touch, grasp, and feel.
Physical Effort:	The employee must regularly lift and / or move items up to 25 pounds, frequently lift and / or move up to 50 pounds, and occasionally lift and / or move up to 75 pounds.
Working Conditions:	The individual in this position is exposed to varied and extreme weather conditions and must have the ability to traverse rough and uneven terrain on a regular basis. The noise level in the office is moderate, when directing or working in the field the noise level will be higher whenever heavy equipment is being utilized.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.