



# City of Gunnison

## Job Description

<b>Job Title:</b>	<b>Parks and Recreation Director</b>		
<b>Department:</b>	Parks and Recreation	<b>Division:</b>	N/A
<b>FLSA Status:</b>	Exempt	<b>Position Status:</b>	Full-Time
<b>Date Updated:</b>	12/10/2019	<b>Job Physical Level:</b>	Light

### General Purpose:

The Parks and Recreation Director is responsible for leadership and oversight of the City of Gunnison's Parks and Recreation Department. This includes the operations and personnel of all City parks, Cranor Hill Ski Area, the Ice Rink, and recreation buildings and facilities. The Director oversees the development and administration of a wide range of recreational programs and activities and facilitates the development of strategy and policy in collaboration with the City Manager and other City departments.

### Essential Duties and Responsibilities:

Allocates, directs, motivates and evaluates departmental personnel to help achieve their individual goals, collectively achieve the department's strategic results, lead to the employees' growth and accountability for their actions.

Recruits and retains qualified personnel at all departmental levels, consistent with applicable laws, regulations.

Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.

Prepares and updates short and long-range business plan to ensure the Department's contribution to the City's overall plans and strategies.

Develops and analyzes the department's organizational structure and organizes major accountabilities and functions into effective and measurable units within this structure.

Directs ongoing research into new innovations and emerging trends in the Parks and Recreation field to provide progressive and effective parks and recreation programs to best serve the Gunnison community.

Directs planning and presentation of public involvement programs for neighborhoods, user groups, businesses, and other community groups. This includes systematically soliciting feedback from customers on recreational programs.

Serves as a member of the Management Staff team, task forces, and committees participating in the City's strategic planning efforts, and addressing City-wide policy and management issues.

Presents Departmental issues and recommendations on major issues requiring policy direction to appropriate advisory bodies and to the City Council.

Coordinates the Department's activities with those of other City departments and officials to ensure a consistent approach toward common projects and interests.

Prepares realistic and fiscally sound annual and special budgets to enable the department to achieve its objectives, including special activities assigned by the City Council and ensures that the department functions within budget appropriations by directing expenditure of funds.

Plans, coordinates and directs a diversified year round, community-wide recreation and community services program including the management of the Community Center, including the Senior Center, the Jorgensen Event Center, the Cranor Hill Ski Area, and the use of various fields, parks and open spaces.

Oversees recreation programs with parks use programs; other City departments, and outside organizations such as the school districts, Western Colorado University and various community-based organizations.

Promotes interest in parks and recreation programs through publicity, joint program brochures with various community groups, and public contacts; speaks before citizens groups, students and other organizations.

Plan, budget, and execute new capital projects and maintenance for both facilities and parks.

Maintains liaison with other departments as well as state, local, and other public officials.

Responsible for the ongoing evaluation of programs, activities and events utilizing approved processes and forms.

Researches grant opportunities, prepares the applications and implements, supervises and evaluates the grant process. Monitors Parks and Recreation programs and grants and maintains appropriate records in conformance with City, State, and Federal regulations.

Studies local conditions and develops immediate and long-range plans to meet recreational needs of all age groups; evaluates effectiveness of recreation areas, facilities and services.

Plans, schedules and publishes various recreational activities such as sports events, recreational classes and seasonal group activities as required.

Interprets recreations program to the public and maintains cooperative planning and working relationships with allied public and voluntary agencies.

Prepares, delivers and approves publicity information for activities of the Parks and Recreation Department to all media and the public.

Approves purchases for equipment and supplies and ensures proper inventory control.

Plans, designs and supervises construction of parks, trails and other areas and facilities as required.

Reviews complaints from customers and confers with the City Manager as to action to be taken in compliance with current policy and procedures. Participates and assures participation by the department in the safety program to include adhering to safety policies, observing and correcting safety hazards, and participating in safety-related training.

Conducts departmental staff and safety meetings. Reviews safety and maintenance reports of Parks and Recreation areas and facilities.

Approves and coordinates all training for department employees.

Maintains records, including required certifications for all employees, ensuring they are up to date.

**Other Duties and Responsibilities:**

Collaborates with Department staff in the development and administration of the Parks and Recreation Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinates Parks and Recreation Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Town Manager and City Council; prepare and present staff reports and other necessary correspondence.

Selects, motivates, trains and evaluates Parks and Recreation Department personnel; provide or coordinate staff training; work with employees to correct deficiencies, and implement discipline and termination procedures.

Provides leadership to a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the assigned areas of responsibility.

Oversees the management of assigned City property including the development and administration of facility/property leases, transactions, and inventories.

Responds to and resolve difficult and sensitive citizen inquiries and complaints.

Performs related duties and responsibilities as required.

**Job Qualifications**

<p><b>Required Education and Experience:</b></p>	<p>Graduation from an accredited four (4) year college or university with a degree in Public Administration, Recreation, Parks and Recreation Administration, Leisure Service or other related field.</p> <p>Ten or more years of progressively responsible related experience in parks, recreation, community service, and finance as well as at least five years of supervisory experience.</p> <p>Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.</p>
<p><b>Other Necessary Requirements:</b></p>	<p>Must have and maintain a valid Colorado driver's license.</p> <p>A current certificate in First Aid and CPR must be held or obtained within 60 days of hire and maintained throughout employment.</p> <p>Required NIMS certifications must be obtained within 60 days.</p> <p>Residency requirements per Employee Handbook.</p>

<p><b>Necessary Knowledge, Skills and Abilities:</b></p>	<p>Thorough knowledge of the principles and practices of modern parks and recreation programs; thorough knowledge of the equipment and facilities required in a comprehensive park and recreation program; extensive knowledge of the principles and practices of maintenance, construction, and use of public buildings and park facilities; considerable knowledge of community recreation needs and resources.</p> <p>Ability to plan, organize, coordinate and implement a comprehensive community park and recreation program; ability to coordinate, analyze, and utilize a variety of reports and records.</p> <p>Knowledge of the principles, practices and procedures of public administration as applied in a large organization.</p> <p>Skill in conflict resolution and negotiation.</p> <p>Skill in effective, clear, and persuasive verbal and written communications individuals and groups.</p> <p>Ability to negotiate and administer contracts with outside vendors and service providers.</p> <p>Ability to provide leadership, counsel, motivation and constructive performance reviews to department personnel at all levels, securing their respective commitments to the Department's goals.</p> <p>Skill in resolving conflicts and gaining cooperation among competing interest groups.</p> <p>Skill in identifying, implementing, and refining the Department's organizational structure to generate desired results as efficiently as possible.</p> <p>Requires the ability to listen to, read, understand and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.</p> <p>Ability to identify the Department's future direction in response to changing community needs, and to develop, implement, and monitor appropriate plans, schedules, and action steps.</p> <p>Ability to develop and maintain productive relationships with elected officials, business leaders, advisory boards, the news media, and the general public.</p> <p>Understanding the City's political environment and sensitivities; ability to function effectively within that environment.</p>
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<b>Working Conditions</b>	
<b>Work Environment:</b>	<p>The work environment characteristics described here 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.</p> <p>While performing the duties of this job, the employee frequently works in a climate controlled office environment. The noise level in this environment is usually quiet to moderate.</p> <p>The duties listed are intended only as illustrations of the various types of work that may be performed, and are in no way construed or perceived to be exhaustive.</p> <p>The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.</p>
<b>Physical Activities:</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, use hands, fingers, handle, feel or operate objects, and stoop, kneel, crouch or crawl. The employee is occasionally required to reach with hands and arms.</p> <p>Employee must communicate clearly and effectively; must understand and be understood.</p> <p>On rare occasions, the employee may be required to climb and balance.</p> <p>The employee must occasionally carry, pull, push or lift up to 20 pounds.</p> <p>Specific vision abilities required by this job include close and distance vision.</p> <p>It is essential that the employee be physically able to operate a variety of computer and office equipment successfully in order to fulfill the essential functions of this position.</p>
<b>Tools and Equipment Used:</b>	Requires frequent use of personal computer, including various software packages, database and spreadsheet programs, vehicle, calculator and other general office equipment, and an automobile.
<b>Supervision Received:</b>	
Works under the general supervision of the City Manager.	
<b>Supervision Exercised:</b>	

