POSITION DESCRIPTION
CITY OF RUSHVILLE, INDIANA

POSITION TITLE: Parks Director/ Program Director
DEPARTMENT: Parks Department
EMPLOYMENT STATUS: Full-Time
REPORTS TO: Mayor
F.L.S.A: Non-Exempt

PAY RATE:
Established by the annual City of Rushville salary ordinance as approved by the City Council. (Council or BOW?
This position is exempt from overtime.

DATE WRITTEN: 3/1/2015
DATE REVISED:

WORK SCHEDULE: 7:00 a.m. – 3:30 p.m. (Monday-Friday) Weekends required to check park conditions and supplies (Adjustments can be made at the approval of Mayor-Season, weather, special events, etc.) Director supervises full-time, part-time and seasonal employees of the park department.

MISSION:
The mission of the Rushville Parks is to provide healthy recreational opportunities for adults, teens and youth of our community.

GENERAL WORK DEFINITION/SUMMARY:
This department head position is an appointment under the jurisdiction of the mayor as per Indiana code 36–4–9–2. They serve as director of the parks and recreation department. They are responsible for oversight of the daily operations of the programs, budgets, routine function of the parks department, and implementing the policies and procedures of the department and the city of Rushville.

The director oversees the development, management, and operation of the parks and recreation facilities, recreation programming that engages local citizens of all ages, and facilitates collaboration with other organizations that will promote recreation, health, and wellness of residents in the Rushville area. Work involves setting policies and goals under the direction of the Mayor and Parks Board. Supervision is exercised over all Parks and Recreation employees. Work includes organizing, planning, coordinating, evaluating, and directing the work of professional staff and other employees. The Parks and Recreation Director provides monthly reports to the Parks Board and serves as a member of the City of Rushville's Leadership Team.

The director for the Parks and Recreation Department provides leadership and direction for the City Parks. They responsible for directing, developing, planning, scheduling, implementing, promoting, and supervising recreational programs and special events while coordinating all operations in maintaining City Parks and Recreation facilities and programs. The director's goals will revolve around a 5-year Master Plan, ensuring the plan's direction is followed and the goals are achieved.

POSITION DESCRIPTION
CITY OF RUSHVILLE, INDIANA

PRIMARY JOB FUNCTIONS

POLICY

Researches and develops plans for safety.
Indicates, recommends, reviews, and evaluates the policies, procedures, and personnel performance for effectiveness and coordination.
All of the following are to be performed while adhering to the City of Rushville operational policies, safety rules and procedures.
Provides public access to or maintains confidentiality of department information and records according to state requirements.
Develops and implements policies, programs, and procedures for the department.
Establishes policies regarding land use, land donation, and public activities for parks and recreation.
Oversees competitive bidding law.
Complies with all City of Rushville safety and health programs set forth by the department and the city as per the employee handbook, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

PLANNING

Work with the parks board, city council, and Mayor to plan, formulate, and implement short- and long-term goals for park and recreational activities (i.e. 5 Year Master Plan and yearly operations plan).
Plans, organizes, coordinates, assigns work for, conducts performance evaluations of, hires, trains, and supervises staff.
Plans, organizes, and administers parks development and maintenance programs.
Submits annual reports in accordance with federal, state, and local laws and regulations; prepares and administers budget; oversees the construction and repair of park property and facilities; reviews and approves payrolls.
Performs planning and research activities for the parks development and maintenance programs that will meet the need of the community.
Plans development in existing parks and undeveloped area.
Analyzes trends and community needs.
Possesses knowledge of recreational philosophy, planning, and administration.

FINANCIAL

Assures that assigned areas are operating within budget, performing cost control activities, monitoring revenues and expenditures, and effectively using budgeted funds, personnel, materials, and facilities.
Possesses a broad knowledge of city budgetary development process and the ability to manage operations within budgets.

Prepares annual report of recreation activities and assists in preparing annual department budget, including projecting payroll and other costs.
Assesses department capital improvement needs and develops long- and short-range plans to upgrade buildings and other structures, vehicles, playgrounds, and maintenance equipment.
Administers department budget, including general and grant funds, monitors revenue and expenditures records, ensures cost-effective operations within assigned budget, authorizes major expenditures, approves transfers as needed, and oversees maintenance of detailed records and preparation of reports as required.
Prepares annual department budget, including discussion with management personnel, revenue projection, payroll, and other costs and submits and justifies to Mayor and City Council as requested.
Compiles and prepares annual department report with statistics and narrative, such as revenue, expenditure, program activities, and participation.
Evaluates further operational and capital purchases and make recommendations.

GRANTS AND FUNDING
Develops grant applications and requests for proposals, prepares and reviews service contracts, and administers and monitors the use of grant funds.
Researches and develops alternate funding sources, such as grants, advertising, sponsorships, donations, and public private partnerships and collects relevant information.
Coordinates approved programs, often collaborating with other departments and agencies, such as paving with street department and recreational activities with the schools.

PUBLIC CONTACT AND MEDIA/PUBLIC RELATIONS
Submits information to media sources for press releases, ads, community calendars, news stories, and interviews about upcoming programs and events.
Meets with community and business groups to establish community partnerships and serves as liaison with the Rush County Boys and Girls Club, School Corporation, and Chamber as well as other organizations as appropriate.
Represents the park and recreation department at various public and organizational meetings and functions.
Acts as an ambassador for the community.
Builds and maintains consistent and positive rapport with the community and those who use the parks.
Maintains public awareness of department programs, facilities, and policies by methods such as posting rules, preparing reports and media releases, and making public speaking presentations as needed.
Periodically represents the department at the Indiana General Assembly, commenting on or recommending state laws affecting park and recreations activities, such as tax allocation and funding for special projects.
Meets with community members, local parks and recreation departments, and state agencies on park and recreations issues.
Assists in the preparations of promotional materials, flyers, brochures, news releases, etc.

POSITION DESCRIPTION
CITY OF RUSHVILLE, INDIANA

CUSTOMER SERVICES
Answers questions through phone calls, emails, and face-to-face inquiries and maintains knowledge of the community.
Responds to and reports back regarding the conclusion of Parks Department complaints and, if necessary, directs them to the proper personnel.
Returns phone call as a result of messages left regarding complaints and inquires within a reasonable amount of time.

TEAM
Performs whatever work related to the job is required.
Other duties may be assigned.

POLICIES AND PROCEDURES
Works with the parks board to create and update policies and procedures that affect the parks and recreation system.
Implements operating policies and procedures.
Interprets and implements stated responsibilities and regulations.
Ascertains a broad knowledge of city administrative policies and procedures and has the ability to interpret and support them.
Interprets and follows federal, state, and local rules and regulations

SUPERVISION
Supervises construction, repair, and maintenance of city parks and recreation equipment.
Coordinates parks and facility maintenance with the street commissioner.
Initiates maintenance and repair work orders for facilities and park areas.
Plans and organizes workloads of personnel, offering assistance and direction as needed.
Studies and standardizes procedures to improve efficiency and effectiveness of operations.
Supervises and directs subordinate personnel to recommend and train new employees and resolves personnel problems as they occur.
Possesses thorough knowledge of all operational areas and the ability to direct these operations toward the achievement of common goals.
Hires and trains personnel and explains and enforces personnel policies.
Establishes, communicates, and enforces procedures to assure the safety of personnel and those using parks department facilities.
Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.
Some weekend holiday work hours may be included in work schedule.
Employee Evaluation may be given annually.

POSITION DESCRIPTION
CITY OF RUSHVILLE, INDIANA

Directs, organizes, and administers the recreation services and maintenance of the parks and recreation department, including pool and recreational areas.

RENTAL AND/OR RECREATIONAL FACILITY MANAGEMENT

Schedules pavilion facilities and parks shelters for renters as well as baseball and softball fields.
Recruits, trains, supervises, and evaluates volunteers to assist in the operation of all programs.
Supervises and teaches special projects and community service volunteers.
Maintains an accurate inventory of park equipment.
Develops and maintains staff training curriculum and manual for summer and part-time recreation staff, including the parks department mission, program outcomes, child development, liability issues, program safety, educational goals in accordance with Indiana academic standards, recreational theory and administration, and professional practices in day camp and recreational programming.
Supervises and directs department personnel, interviews applicants, hires, makes work assignment, evaluates performance, provides training and corrective instruction, disciplines, and terminates as needed. Communicates daily with department personnel to coordinate activities and resolve problems as needed.
Maintains accurate records and prepares and submits detailed reports as required.
Coordinates and directs coworkers on group projects and varied activities involved in a community recreation program, develops and maintains effective working relationships with coworkers, supervisors, participants, coaches, community leaders, and the general public, and communicates effectively orally and in writing.
Assures inspection pre- and post-rental of all parks facilities.
Oversees end-of-year winterization practices and subsequent opening of parks facilities.

COMMUNICATION

Communicates work with department personnel, parks board, city officials, community groups, and the public effectively, both orally and written.
Prepares and provides written budgets to the parks board and prepares agendas and other information for such administrative meetings.
Periodically conducts public surveys to access community leisure and recreational needs, conducts focus groups and public meetings, prepares, distributes, and assesses surveys, invites and receives input, analyzes data, develops and update the strategic plan, and implements appropriate program changes.
Periodically recommends major program initiatives to Parks Board and Mayor.
Develops sponsor/donor relationship and helps support fundraising and collection activities.
Understands, memorizes, retains, and carries out written or oral instructions and complete daily work reports.
Attend mayor's staff meeting to report what has been happening in the department and promote partnering.

PARKS BOARD AND MEETINGS

Attends city boards and commissions as directed by the mayor to represent the parks department. Provides relative information in the form of updates and status reports to all boards and agencies impacted.

OVERSIGHT

Oversees supervisory staff to ensure high standards are met.
Directs review and evaluation of the division's overall operating effectiveness.
Promotes and ensures proper employee training and compliance with OSHA standards and departmental safety procedures and ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.
May be required to report to work to serve citizens during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.
Provides pre- and post-rental inspections for deposit fee reports.
Inspects the rented facilities daily in the morning (as required) to assure deposits are releasable.
Checks to verify parks cameras are operational.
Sets daily routes through the parks for employees to insure inspection and cleaning.
Operates office equipment, delivers receipts and monies to clerk treasurer, receives and forwards invoices, and administers policies and procedures.
Oversee all department operations, including coordinating program activities with other federal, state, and local agencies.
Maintains current knowledge of the park and recreation trends and developments by periodically attending training seminars.
Visits all of the park facilities on a regular basis to insure that equipment is safe and secure.
Reviews all claims, verifies costs for documentation, determines appropriate fund account numbers, and signs and presents them to the parks and recreation board.
Reviews and signs payroll for department.
Drives to various work sites.
Oversees the construction and repair of park property and facilities.

MAINTENANCE

Establish maintenance standards.
Ensures equipment and vehicle maintenance and repair.
Coordinates construction and repairs in the parks with the Street Commissioner.
Coordinates work and maintenance activities in the Park with Street Commissioner to provide a quality appearance and staffing of the parks.
Provides quality park sites and facilities for the community including playgrounds, skate park, pool, athletic fields, trails, and picnic facilities.
Maintains files for the Department of Parks and Recreation.
Oversees construction of new parks equipment.
Maintains landscaping.

Maintains and cares for program facilities and equipment.
Possesses considerable knowledge of the equipment, facilities, operations, and techniques used in a comprehensive community program.

POOL
Opens and closes water lines in the park and pool for the winter months.
Ensures adherence to state and local codes and regulations of pools, Board of Health rules and regulations, and basic water chemistry.

PROGRAMMING
Creatively develops new programs that may benefit our community.
Administer Existing Programs:
Youth baseball and softball leagues, Co-Ed Softball, League Softball, Easter Egg Hunts, Haunted Trail, Riverside Park-"Live by the Levee," Valentine Dance, Mayor's 5k, Summer Camp, Outdoor theater and any other activity programs that may be added.
General Program Duties:
Solicits donations of equipment, supplies, and monetary contributions for all programs, organizes fundraiser activities, produces and distributes flyers to promote programs, schedules activities, and evaluates and reviews ongoing and completed programs.
Recreational Program Duties:
Develops, advertises, and implements social, creative, and educational programs for youth.
Develops brochures/fliers and provides information for news media releases.
Processes program registrations and prepares monthly recreation report for the citizens of Rushville.
Operates all recreation programs in accordance with national standards as set by American Camp Association and the National Recreation and Park Association.
Develops, plans, schedules, and coordinates diversified recreational programs, including assessing citizen needs/interests,
Develops, plans, schedules, and coordinates special events within the Parks Department, and those in collaboration with the City, other Parks Departments, and outside groups.
Oversees programming and all recreational related leisure activities associated with the City of Rushville Parks Program and serves as a contact/resource person for adult, teen, youth, and schools activities and social programs.
Develops programs and plans to improve the appearance of the parks.
Provides year round special events using park facilities.
Plans and directs recreational programs, leagues, and special events.

COORDINATION
Coordinates with other departments on park issues including Public Works, Community Development, Police, Fire, Information Technology, City Council, and Street Department.
Works with other city departments in sharing employees, job duties, and equipment.

POSITION DESCRIPTION
CITY OF RUSHVILLE, INDIANA

Coordinates parks and recreation program for public distribution.
Aids in coordination of Rushville Optimist Soccer, July 4th Fireworks, youth baseball, school sponsored programs, softball leagues, and Boys and Girls Club.

MISCELLANEOUS
Performs other related duties as assigned by the mayor or Parks Board.
Regularly assists department office personnel as required
Maintains flexible hours including weekdays, weekends, and evenings; must be on call 24 hours a day seven days a week.
Works on several tasks at the same time and completes assignments effectively amidst frequent distraction and interruptions.

JOB DESCRIPTION (NON-ESSENTIAL/SECONDARY FUNCTIONS)

Performs a variety of support responsibilities such as answering the department telephone, running errands, picking up supplies, etc.
Greets visitors, provides information and assistance, takes messages, and transfers or directs inquiries to appropriate individuals.
Attends conferences and seminars as required.

JOB REQUIREMENT/EXPERIENCE
Bachelor's Degree in parks, recreational and leisure services or related field, preferably from a National Recreation and Parks Association accredited college or university is preferred; or 4-10 years related experience and/or training; or equivalent combination of education and experience.
High School Education minimum.
Training such as certified pool operator and related work experience is preferred, but not required.
Driver's license.
Playground Safety Inspector certifications desired.
Resident of the City of Rushville or within one mile of the city limits.
Must be 21 years of age.

SELF IMPROVEMENT
Practices continuous learning through individual study, classroom training, seminars, and conferences.

QUALIFICATIONS REQUIREMENTS
Director is required to interpret and apply a variety of policies, procedures, and laws to meet work responsibilities. Budgetary limitations require the director to determine where monies should best be spent to meet park's needs, with Mayor and Parks Board approval, as well as effectively schedule personnel to meet the department work requirements.

POSITION DESCRIPTION
CITY OF RUSHVILLE, INDIANA

LANGUAGE SKILLS
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, and business correspondence, as well as effectively present information and respond to questions from managers and the general public.
Ability to prepare league schedules, receipts, memos, correspondence, and other job related documents.
Ability to meet deadlines.
Ability to work under stressful conditions, to respond immediately to crisis situation, and balance priorities.
Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
Ability to communicate effectively with immediate supervisor, customers, other City employees, and general public both verbally and in writing.
Must have working knowledge of Standard English grammar, spelling, and punctuation.
Speak fluent English, ability to read.

Mathematical/Accounting Skills
Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, and measure data.
Ability to analyze and interpret common financial reports and legal documents.

REASONING ABILITY
Director to supervise all Department personnel. Director is responsible for informing the park board of issues and concerns, as well as gaining park board approval when and where necessary.
Ability to define problems collect data, establish facts and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
The Parks Director must have the ability to analyze operational problem areas and make improvements, as well as be able to present ideas and recommendations clearly and concisely, both orally and in writing. Ability to establish and maintain working relationships with department heads, agency heads and community groups.

Thorough knowledge of the various phases of parks and recreation activities and their administration; thorough knowledge of the principals and methods of park and recreation planning and development; ability to develop and execute a well-rounded program of athletic and recreation activates; ability to cooperate with and interpret recreation philosophies to authorities and private groups and agencies and the general public; ability to communicate complex ideas effectively, both orally and in writing; ability to

prepare and present detailed reports; ability to establish and maintain effective working relationships with government officials, volunteers, community groups and the general public.

The ability to meet and deal tactfully and effectively with administrative officers and to establish and maintain effective working relationships with employees and the general public is a necessity.

DEMANDS OF THE JOB
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.

DIFFICULTY OF WORK
Duties are somewhat broad in scope and impact, involving many variable and considerations.

PHYSICAL ACTIVITY
Needs to work effectively at on-site locations being exposed to variable weather conditions. Physical work requires the ability to exert physical effort lifting/carrying moderate to heavy (50 lbs.)
Performing the duties of this job, the employee is regularly required to talk and hear; sit; use hands to finger, handling/grasping, or feel objects, tools. Or controls; and reach with hands and arms. The employee is occasionally required to stand, reach, walk, and stoop, kneel, climbing, crouch or crawl and may need to supervise or assist with maintenance or construction projects in city parks.
Operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

CLERICAL
Needs to perform duties in a standard office environment which may involve sitting for long periods of time and lifting/carrying objects weighing less than 25 pounds.
Work requires preparing and analyzing written or computer data

JOB LOCATION
The minimum working conditions require the employee to work both inside and outside and work where there is-exposure to various environmental conditions.

WORK ENVIRONMENT
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.

The noise level in the office environment is usually quiet. The noise level in the field varies depending on the location and equipment required to complete necessary projects.
Employee maintains frequent contact with co-workers and the general public for the purpose of exchanging information.
Employee also frequently works with little or no supervision.
Employee occasionally travels out of town for training and sometimes overnight.

SAFETY EQUIPMENT
All employees are required to use/operate safety items.

HOURS
Employee regularly works extended hours.
Employee is required to work evenings and weekends when required due to season or events being hosted/sponsored in the Parks.
Serves on 24-hour call and responds swiftly, rationally and decisively to emergency situations (carry a cell phone at all times to assure ease of contact)

TOOLS AND EQUIPMENT USED
Ability to use modern office equipment such as: Personal computer including word processing, spreadsheets, PowerPoint, Outlook and software, copier, telephone, fax machine, postage machine, radio and calculator. In addition, the Parks Director may need to provide direct supervision and/or assist with maintenance or construction projects located in the city parks that require the use of heavy equipment.

Clerical-Equipment Personal computer (including word processing and database software); printer, calculator, copier and fax machine, phone and cell phone.

Field Related-Weed-eaters, push mower, tractors, fairway mowers, zero-turning radius mowers, trailers, woodworking and tools related to general handy-man operations. Those tools related to *"Necessary Knowledge, Skills and Ability."*

Pool Related Equipment-Valves, pumps, filters, heaters, vacuum and power blower.

Ability to operate Department Vehicles and machinery

PERSONAL WORK RELATIONSHIPS
Director interacts with co-workers, city employees, park board, public/private sector personnel and the public. The purpose of these contacts is to, inform, discuss issues/concerns and promote the Department of Parks and Recreation.

POSITION DESCRIPTION
CITY OF RUSHVILLE, INDIANA

Performs according to standard practice of the professional field. Receives general direction and discusses with Mayor unusual/unprecedented situation. Work is reviewed primarily for attainment objectives and effect on department goals and objectives.
Maintains frequent contact with co-workers, other City departments, funding and regulatory agencies, other recreation organizations, program participants and public for purposes of exchanging information, explaining/interpreting policies and procedures, coordinating program operations and activities, supervising, directing personnel and resolving problems.
Ability to enforce regulations with tact and firmness
Ability to explain matters simply and patiently
Ability to remain calm during emergencies and when interacting with difficult citizens, vendors, etc.
Ability to analyze situations and adopt an effective course of action
Ability to exercise good judgment at all times
Reports to, is appointed by, and serves at the pleasure of the Mayor.

OTHER DUTIES AND RESPONSIBILITIES
This is a representative sample. This is not a complete listing of the responsibilities and tasks.
Help with maintenance of the parks when required or time permitting

EDUCATION QUALIFICATIONS, WORK EXPERIENCE AND JOB REQUIREMENTS:
Job Requirement
Preferred-Bachelor's Degree (B.A.) from a four-year college or university in Park and Recreation, Recreational Management, Leisure Services, or a social related field; and one to two years related experience and/or training; or equivalent combination of education and experience.
Consideration will be given to any combination of education, training, and experience which provides the necessary knowledge, skills and abilities.
Must be able to be bonded.
If the requirements above are waived the Director has to show an interest in the field by continuing their education in the field.
Participate in City required professional enhancement training (leadership, software, time management, etc.)
Working knowledge of the City of Rushville Employee Personnel Policy Handbook and ability to apply these regulations/standards to employment.
Ability to interview applicants, hire, supervises, and direct contract instructors, temporary and full-time personnel as assigned, including making work assignments, providing training. Evaluating performance, discipline, provide corrective instruction, and terminating as needed.
Ability to prepare and make public speaking presentations, and effectively communicate orally and in writing with co-worker, other City Departments, funding and regulatory agencies, other recreation organizations, program participants, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities
Ability to maintain accurate records, and prepared and submit detailed reports as required.

POSITION DESCRIPTION
CITY OF RUSHVILLE, INDIANA

Ability to be a self-disciplined self-starter working with minimum supervision, often under time pressure.
Ability to interact in a professional and respectful manner with the general public
To perform this job successfully, an individual must be able to perform each essentially duty satisfactorily.
Show patience and understanding when responding to common inquires or complaints from customers, regulatory agencies, or members of the business community.
Maintain a positive relationship with the media outlet to allow the information to be disseminated to the community.
Demonstrate the ability to maintain a website presence and social media presence for the Parks Department and their programs.
Ability to effectively present information to the City Administration, Elected Officials, Parks Board, Mayor, Public Groups and/or General Public.
Map reading

Certification
Possession of or ability to obtain certification in CPR and First Aid within required time period
Passage of medical exam, initial drug tests and random drug testing
Must pass criminal background check
Working Knowledge of universal health precautions and City's Blood borne Pathogens Control Plan, and ability to apply such knowledge on the job to protect oneself from infection.
CPRP
First Aid Certification
Demonstrate physical endurance and agility
Valid Indiana driver's license, and demonstrate a safe driving record, and must remain insurable through the City of Rushville's liability insurance carrier. (Refer to Personnel Policy Handbook for additional information.)

This job description is not intended as an employment contract nor is it intended to describe all duties someone in this position may perform.

This position is identified as having occupational exposure to blood and other potentially infectious materials.

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CITY OF RUSHVILLE, INDIANA