

# City of Alamosa Job Description

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**Position:** Director of Parks and Recreation

**Reports to:** City Manager

**Supervision Exercise:** Parks and Recreation Staff

**FLSA:** Exempt

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## **General Statement of Duties:**

Under administrative direction, plan, organize, and direct the activities of the Parks and Recreation Department, which includes the Recreation Division, Parks Maintenance, Cemetery, and Library.

NOTE: The essential functions and major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

## **Examples of Duties:**

1. Plan, organize, direct, and supervise the activities of the Parks and Recreation Department.
2. Plans, develops, and implements goals and objectives for the departments programs, activities, and events.
3. Encourages staff participation and teamwork in the development of goals and objectives, and provides effective leadership, guidance, and supervision of employees in the accomplishment of goals and objectives.
4. Prepares and administers operational budgets.
5. Select and/or oversee the selection, training, and evaluation of employees.
6. Maintain contact with community leaders, groups, and individuals. Prepare and make presentations. Attend meetings of required advisory boards.
7. Establish departmental policies and procedures and ensure compliance.
8. Prepare and present agenda items to the City Council, Parks and Recreation Board, Library Board, and other appropriate boards or commissions.
9. Perform related duties as assigned.

## **Knowledge of:**

1. Recreation, Parks, and Library management experience.
2. Budget preparation and administration; business management and cost effectiveness; contract preparation and administration.
3. Public relations techniques; principles of management and organization; promotion and publicity techniques.
4. Supervisory principles and practices.
5. City personnel policies and practices.

## **Ability to:**

1. Interact effectively with the public and employees.
2. Communicate effectively both orally and in writing; make public presentations; direct and supervise personnel; manage a department consisting of divisions of a diverse nature; establish and maintain cooperative and effective relationships; manage conflict and develop effective resolutions; and provide dynamic leadership.

3. Strategically evaluate community needs, and desires combined with resource allocation considerations.

**Education/Training Experience:**

1. Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying.
2. Bachelor’s degree in Recreation Management, Business Administration, Public Administration, or equivalent field of study, from an accredited college, university, or equivalent. A Master’s Degree is preferred.
3. Five years of progressively responsible relevant supervisory experience in Recreation Management, Library Management, or Community Services.

**Other Requirements:**

Possession of the appropriate Colorado driver's license, or the ability to acquire one within ten days of appointment.

	not at all	occasionally	1-3 hrs.	4-6 hrs.	7-8 hrs.
<b>Lift/Carry</b>					
0-10 lbs				XX	
11-20 lbs			XX		
21-40 lbs		XX			
41-60 lbs		XX			
<b>Push/Pull</b>					
0-20 lbs			XX		
21-25 lbs		XX			
26-50 lbs		XX			
51-75 lbs		XX			
76-100 lbs	XX				
<b>Bend</b>					
			XX		
<b>Overhead Reach</b>					
			XX		
<b>Twist/Turn</b>					
			XX		
<b>Kneel/Squat</b>					
		XX			
<b>Sit</b>					
				XX	
<b>Stand/Walk</b>					
			XX		
<b>Climb Ladder/Stairs</b>					
		XX			
<b>Rotate Activities/Positions</b>					
			XX		

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Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date