



City of Milton

1000 Laurel Street
Milton, WA 98354
www.cityofmilton.net

Job Description

Job Title: Director of Parks and Recreation

Department: Parks and Recreation
Status: Exempt
Bargaining Unit: Directors'
Reports To: Mayor
Salary: \$3,532 – \$4,415 plus excellent benefits
Closing Date: Open until filled.

GENERAL RESPONSIBILITIES

- Plans, organizes, and executes community events, recreation programs, services, and activities.
- Responsible for the management and operations of the Activity Center
- Develops programs, philosophies and objectives to meet community needs; works with community, local, school, state, federal, and volunteer organizations in funding, developing and promoting parks and recreation services
- Responsible for park planning and park development, and ongoing capital improvements to park and recreation facilities in concert with Public Works and Community Development Departments

ESSENTIAL JOB FUNCTIONS

- Prepares departmental budget proposal and manages ongoing budget
- Conducts short-term and long-range planning of department activities and services, maintaining a balance between administrative duties and long-range planning
- Plans, assigns and supervises work assignments, maintains harmony among workers, and resolves grievances

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- Monitors and controls performance of the department in conformance with objectives, plans, schedules, and budgets, providing frequent feedback to staff and implementing necessary corrective action where needed
- Hires and evaluates full time department employees and volunteers
- Attends Senior Board meetings, Park Board meetings, and Arts Commission meetings and provides staff support
- Promotes the Adopt-a-Site program for beautification of parks
- Researches and recommends to the mayor programs, policies, and administrative techniques for a more effective operation of the department
- Seeks out grant opportunities to help fund objectives, and coordinates with Executive Assistant on grant applications.
- Promotes interest in parks and recreation programs through publicity and public contacts
- Participates in youth, senior, and family community groups as appropriate
- Coordinates with School District and other community entities to make best use of community facilities and other resources
- Effectively responds to public inquiries and resolve complaints
- Assists the mayor and other department heads in special projects as assigned.
- Administers and supervises the parks and recreation program to ensure conformance with community expectations and applicable laws and regulations, and to maximize safety and minimize risk
- Participates in the City's Emergency Management Committee and Plan
- Liaison with the Public Works Department in regard to proper maintenance for parks and recreational program demands
- Occasionally drives recreation van on various field trips
- Completes all other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

- Graduation from a college or university with a bachelor's degree in recreation, education, or physical education including course work in organization and administration; four years of progressively responsible experience in parks and recreation programs; or any equivalent combination of education and experience.
- Thorough knowledge of current principles and practices of parks and recreation programs
- Knowledge of the principles and practices of maintenance and use of public buildings and park facilities
- Strong understanding of leadership principles and practices, office management functions, and work organization
- Ability to plan, organize, coordinate and implement a comprehensive community park and recreation program
- Ability to develop, coordinate, analyze, and utilize a variety of reports and records to improve performance and programs
- Ability to work effectively with others, and to maintain effective interpersonal and customer relation skills
- Ability to write clear and concise memos, reports, proposals, and other written documentation
- Ability to communicate effectively verbally, including the ability to make clear and effective proposals and presentations
- Ability to follow written and oral instructions
- Valid Washington State Driver's License and evidence of a good driving record
- Ability to schedule time to accommodate evening and weekend work
- Demonstrated record of good work attendance
- Valid First Aid/CPR Certification or the ability to obtain certification within three months

WORKING CONDITIONS AND PHYSICAL CAPABILITIES

Work is performed in office settings and at times on-site at various activities and events. The following physical capabilities are required.

- Hand-eye coordination and fine manipulation skills to operate computers and various office machinery
- Good listening skills
- Ability to occasionally lift up to 50 pounds
- Ability to attend evening and weekend meetings
- Ability to sit for long periods
- Physical stamina to sustain long work days, including evening meetings
- Physical ability to have access to parks and recreation facilities sufficient to monitor programs and evaluate staff performance.

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.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference checks are required. Job related tests may be required.

The duties listed above 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 if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and the requirements of the job change.