**CITY OF BELLEFONTAINE NEIGHBORS**

**9641 Bellefontaine Road**

**Bellefontaine Neighbors, Missouri 63137**

**JOB DESCRIPTION**

**POSITION TITLE: Parks & Recreation Director**

**DEPARTMENT: Parks & Recreation**

**SUPERVISOR: Mayor/Administrator**

**Job Summary**

Plans, organizes, directs and administers the operations of the Parks and Recreation Department to promote community involvement and enhance the quality of life for the citizens of Bellefontaine Neighbors.

**Job Scope**

Supervises all full and part-time employees in the Department. Prepares and administers department budget.

**Principal Duties and Responsibilities**

* Plans, organizes, and directs all personnel and programs within the Department.
* Collaborate with community organizations and local school district around programming, resources, communication, and other opportunities.
* Communicates city and departmental polices, rules, and procedures to the employees.
* Exercises general supervision over the Department.
* Initiates planning to improve departmental performance and operations.
* Collaborates with budget director and treasurer to develop and maintain budget and project future expenses and department needs.
* Purchases all food and beverages, maintenance supplies and equipment, chemicals, and recreational equipment.
* Oversees the scheduling of all full and part-time employees.
* Facilitates the hiring of all full and part-time applicants and makes recommendations to the Mayor for hiring.
* Reviews and approves all employee’s time sheets.
* Conducts training and performance evaluations of staff.
* Maintains proper fiscal controls of the financial transactions of the department.
* Researches possible grants for the Park and Recreation Department and apply with approval from the mayor or city administrator
* Evaluates all park and recreation classes and services to determine viability and decides if they should continue.
* Oversees productions of all parks and recreation promotional materials.
* Directs, organizes, and inspects all maintenance activities in the Department.
* Attends all meetings related to the City and Parks and Recreation Department and other meetings as required.
* Attends professional development, maintains certifications, and joins related organizations for resources and supports.
* Complies with state, local, and federal guidelines.

**Skills, Knowledge, and Abilities Required**

Thorough knowledge of the principles, practices, methods, and techniques involved in the management of a modern parks and recreation program. Knowledge of equipment, materials, and supplies required to operate parks and recreation programs. Knowledge of community organizations and resources and of the recreational needs of various populations and age groups. Knowledge of modern planning, budgeting, and supervisory methods and techniques. Ability to establish and maintain effective working relationships with representatives of various community organizations and public agencies, City officials, and the general public.

**Education, Certification, and Experience Required**

**Minimum Requirements:**

* Graduate of an accredited college or university with a bachelor’s degree ***(required)*** in Parks and Recreation Administration/Management or a related fieldin administration
* Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) ***(preferred)***
* Minimum of 5 years of supervisory and administrative experience in Parks and Recreation programming and services, preferably within a municipal or public sector environment; OR
* An equivalent combination of education, training and experience in related roles such as athletic coordinator, aquatics administrator, recreation administrator, park development manager, planning manager, facilities manager, or operations manager.

**Other Requirements:**

* Valid Driver's license required at time of hire. State of Missouri Driver's License required within 30 days from date of hire. A 5- year driver's abstract will be required.
* Must be able to successfully complete and pass a background check.
* Background check will include: National criminal history, credit history, and education verification.

**Professional references will be contacted.**

**Physical Requirements:**

* Must be physically able to operate a motor vehicle
* Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
* Light Work usually requires walking or standing to a signification degree

**Working Conditions and Environment:**

* Work is routinely performed in a typical interior/office environment
* Position requires working some evenings and weekends, attending board meetings, and potentially overtime when necessary for events. Position requires overnight travel for events as necessary.

**Disclaimer: The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

***Review/Approval***

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**Employee Date City Clerk Date**

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**Mayor Date**