

Parks and Recreation Director

The City of Huron has an opening for Parks and Recreation Director

- **Duties:** Under administrative supervision, is responsible for planning, directing, and managing the Parks, Pools, Recreation & Forestry programs of the City. Work varies, requiring individual judgment within established standards and procedures. Supervises the entire department, administers the annual budget, and assures that the department is operating in conformity with all city, federal and state rules and regulations.
- **Wage:** \$2975.08 biweekly
- **Applications Available:**
 - Online: www.huronsd.com, select "City Government" tab, then "City Employment"
 - City Finance Office, 239 Wisconsin Ave SW, 353-8505

City of Huron
Job Description

JOB TITLE: Parks, Recreation & Forestry Director
DEPARTMENT: Parks, Recreation & Forestry
ACCOUNTABLE TO: Utilities Commissioner/Parks & Recreation Board

PRIMARY OBJECTIVE OF POSITION: Under administrative supervision, is responsible for planning, directing, and managing the Parks, Recreation & Forestry programs of the City. Work varies, requiring individual judgment within established standards and procedures.

ESSENTIAL JOB FUNCTIONS: Work is frequently performed in undesirable physical conditions of heat, cold, and dampness; duties involve physical work requiring lifting up to 50#'s (greater with assistance), sitting, crawling, bending, stooping, crouching, kneeling, and climbing; may be exposed to hazards and chemicals; May possess a valid South Dakota CDL Class B License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Supervises and directs all of the operations of the department; designs, plans, directs, and supervises construction of park areas and special projects as appropriate; oversees programs and/or events at the activity center, hockey and skating rink; responsibilities include developing a master plan for all park and recreation areas; identify, examine, plans, and orders removal of trees or planting of trees; reviews and approves a citywide insecticide, herbicide, and fertilization plan for city properties; assures compliance with local, federal, and state regulations; prepares, submits, and implements the annual budget, develops appropriate fees structures for Board and Commission approval, reviews, approves and submits bills for payment to the Finance Office; writes and administers grants; serves as liaison with other departments, various community agencies, organizations, volunteers, and special events; develops and implements citizen and participant surveys; assures appropriate reasonable accommodations for disabled persons; with others, assists in the hiring process, trains, assigns, evaluates personnel; plans daily work schedules, directs employees, troubleshoots complaints and maintains adequate personnel to accomplish the work at hand; oversees the scheduling, use, maintenance, and repair of department buildings, waterpark, swimming pools; campgrounds, and equipment; attends meetings, training, seminars as deemed appropriate; and performs such other duties and responsibilities required to effectively achieve the goals of the department; may perform other duties as directed.
- Reports, often requiring detailed analysis and original data, are generated and

submitted to appropriate agencies, the Board, and the City; work is occasionally performed in undesirable physical and working conditions of heat, cold, and dampness; may be exposed to hazards and chemicals; contacts with other agencies, the public, and employees is extensive, often requiring tact, diplomacy, and confidentiality; is responsible for equipment and facilities of considerable value that requires care to prevent damage and the use of proper safety equipment following established safety procedures to prevent injury; responsibility for the disbursement of funds is considerable.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Supervises the entire department personnel.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENT: Bachelor's Degree in a related field; Seven (7) years progressive work experience in Parks and Recreation or related field with three (3) years in a supervisory position preferred. Possession of Certificate as a Park & Recreation Professional desirable. May possess a valid South Dakota CDL Class B License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

Supervises the entire department, administers the annual budget, and assures that the department is operating in conformity with all city, federal and state rules and regulations;

Oversees the scheduling of all personnel, maintenance and service work;

Assures that all employees follow all applicable safety procedures, uses proper safety equipment, and operates assigned equipment in a safe manner;

Serves as liaison with other departments, various community agencies, organizations, volunteers, and special events; develops and implements citizen and participant surveys;

Provides assistance to the Commission in the investigation of formal or informal grievances, EEO or citizen complaints;

Assists the Commission and Human Resource Manager in the recruitment processes;

Performs such other duties as may be assigned. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.