



Parks and Recreation Director (Full-Time) Job Description

The City of Perkins is looking for a dynamic, high-energy, dedicated individual to serve as its Parks and Recreation Director. Reporting directly to the City Manager or their designee, this highly responsible professional position directs, plans, manages, and administers a comprehensive and diverse citywide recreation program including athletic leagues, instructional programs, day camps, and special events, as well as providing oversight, care, and maintenance for all municipal parks. This position requires contact with officials, employees, and the public in situations that require considerable tact and judgment. Contact may involve negotiations and mediations where incumbent will act as a representative of the City of Perkins.

The Parks and Recreation Director will serve as the city's advisor to the Parks and Recreation Board, prepare departmental reports, provide input for the departmental budget, track expenditures, maintain departmental records, and plan capital expenditures.

After completion of the 60-day introductory period, this full-time position offers excellent benefits including health, dental, and vision insurance, a pension plan, paid holidays, paid vacation and sick leave, and a cell phone stipend; with optional life insurance, disability, and accident/disease coverage.

START DATE:

Tuesday, July 5, 2022

HOURS & WAGE:

The Parks and Recreation Director is classified as a non-exempt, full-time position, with a salary range of \$35,360 - \$37,440 per year, commensurate with experience. In accordance with the Fair Labor Standards Act, compensatory time off will be given in lieu of overtime, except as specifically required by law or contract.

Work hours are flexible with regular evening and Saturday work. Hours will vary widely depending upon program needs with additional hours outside a normal work schedule. Qualified applicants must be willing to work early mornings, days, weekends, and/or evenings. The heaviest workload will fall January through May and August through October, annually. The Parks and Recreation Director should be available to handle off-duty calls and situations.

All City of Perkins full-time staff are considered essential and may be required to report to work during emergency situations.

JOB LOCATIONS:

- The Parks and Recreation office is located at Billy J. Dickson Park
- Most work will be performed at municipal parks (Billy J. Dickson Park, Virginia E. Peters Park, Oklahoma Territorial Plaza, and Sherri Gordon Park)
- Travel may be infrequently required for training or professional meetings.
- Successful applicant must reside within a 30-mile radius of the city limits of Perkins.

POST-OFFER REQUIREMENTS:

- Background screening including criminal history/sex offender check
- Driving record check
- Drug screening

POST-HIRE REQUIREMENTS:

- Periodic driving record checks
- Drug screening
- First Aid/CPR certification
- Food handler certification

QUALIFICATIONS

110 N. Main • PO Box 9 • Perkins, OK • 74059 • 405.547.2445 • Fax 405.547.5440 • www.CityofPerkins.net

- To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required*. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL JOB FUNCTIONS:

- Develop, implement, and monitor department goals, priorities, deadlines, and standards.
- Plan, organize, develop, implement, and maintain a comprehensive and diverse group of recreation and leisure programs for youth, adults, and senior adults.
- Prepare departmental reports; track participation data.
- Review and analyze the effectiveness of programs and services; develop and implement improvements.
- Coordinate facilities and programs with department staff and other agencies and organizations.
- Develop collaborative relationships with local schools, churches, service organizations, and other agencies to foster programs and activities.
- Coordinate and monitor contracts and insurance agreements for recreation programs.
- Identifies ways to meet the recreational needs of diverse community groups.
- Oversee and maintain all municipal park fields, playgrounds, playground equipment, flower beds, and common areas, including mowing, weed-eating, preparing fields for play, weed eradication, etc.
- Oversee and maintain all facilities at Dickson Park, Peters Park, and Gordon Park, including inspecting, cleaning, repairing, etc.
- Assist as needed with maintenance of facilities at the Oklahoma Territorial Plaza.
- Oversee and maintain the disc golf course located at Peters Park.
- Provide exceptional customer service in person, over the telephone, and via email.
- Perform public relations duties; respond to complaints; handle league suspensions and rule enforcement; news releases, information, marketing bulletins, or other publicity about recreation activities or special events.
- Manages the department website and social media account to ensure accurate and timely communication with the public.
- Provide for risk management practices; ensure all safety rules, regulations and procedures are followed; make sure that volunteers and employees are trained in safety procedures; report any unsafe work conditions or practices to City Manager.
- Coordinate activities and act as an advisor to the Parks and Recreation Board.
- Assist the City Manager in short- and long-range planning for a comprehensive citywide recreation program; proposed long range capital improvement and development of facilities, equipment and programs.
- Assist in the preparation of the annual departmental budget for recreation program functions.
- Manage annual departmental budget, monitoring both revenue and expenses.
- Develop alternative funding sources for programs and improvements. Research, prepare, and submit grants for acquisition of equipment, supplies, transportation, funding, and personnel as they apply to parks and recreation services.
- Oversee and direct holiday light program at the Oklahoma Territorial Plaza.
- Design, implement, and coordinate activities in the city's beautification program, including participation in annual Citywide Clean-Up Day.
- Handle monetary transactions according to established policies and procedures.
- Exhibit a willingness to be a part of a citywide team, and assist coworkers, other departments, and the general public.
- Perform miscellaneous tasks, such as ice/snow removal, minor building maintenance, etc., as necessary for other departments
- Perform other duties and special projects as assigned by the City Manager or their designee.

SUPERVISORY RESPONSIBILITIES

- Train, supervise, and evaluate work performance of part-time, seasonal, and volunteer personnel; make recommendations for hiring and termination; prepare schedules and assignments as needed.
- Handle situations requiring diplomacy, fairness, firmness, and sound judgment.

EDUCATION, TRAINING, & EXPERIENCE PREFERRED/REQUIRED:

- Bachelor's Degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field is preferred and a minimum of two years of full-time, or equivalent part-time, work that includes leadership, management, goal-setting, organization, and/or program planning, or equivalent combination of education and experience, which proves the required skills, knowledge, and abilities, will be considered.
- Experience with recreational programs, especially baseball/softball.
- Working knowledge of the rules of a variety of sports.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED:

- Valid Oklahoma driver's license and acceptable driving record based on City of Perkins specifications.

SKILLS, HABITS, KNOWLEDGE, & ABILITIES REQUIRED:

Work Habits

- Regular attendance of scheduled work hours is required.
- Performance of work safely in accordance with safety policy and procedures.
- Flexibility and ability to prioritize work assignments.
- Initiative and ingenuity – Under administrative direction, setting up own standard of performance. Self-starter; must be able to complete tasks as assigned unsupervised.
- Maintenance of cooperative working relationship with the public, coworkers, colleagues, board members, parents, participants, coaches, officials, and other interested parties.
- Effective time management and ability to set priorities in order to meet various deadlines and attain goals.
- Willingness to work evenings on a regular basis.

Knowledge

- Program organization and direction.
- Excellence in customer service, including defusing difficult situations.
- Principles and practices of project management.
- Special event planning and promotion (preferred.)
- Marketing and public relations principles and practices (preferred.)
- Budget administration (preferred.)
- Principles and practices of effective employee supervision (preferred.)

Communication Skills

- Ability to communicate effectively and professionally verbally and in writing utilizing correct spelling, punctuation, and grammar.

Mathematical Skills

- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, as well as compute rate, ratio, and percent.

Critical Thinking Skills / Reasoning Ability

- Correctly interpret and apply the policies and procedures of the function to which assigned.
- Solve practical problems and deal with a variety of known variables in situations; refer problems to a supervisor when necessary or appropriate.
- Interpret, comprehend, and follow a variety of instructions furnished in written, oral, or diagram formats.
- Create methodologies for accomplishing a goal.
- Develop long-range plans to solve complex problems or take advantage of opportunities.
- Research and comprehend pertinent federal, state, and local laws, codes, and regulations, and other information, and make decisions, draw conclusions or apply same to a variety of situations.

Software Skills

- Working knowledge of Microsoft Word, Excel, Adobe (PDF), and email programs.

Equipment Skills

- Proficient in the use of desktop computers, printers, telephone.
- Experience with mowers, weed eaters, edgers, various tools, recreation equipment such as pitching machines, etc.

Website and Social Media Skills (Preferred)

- Experience producing content for workplace websites and social media.
- Experience updating websites, online calendars, and utilizing text messaging systems.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned or leased by the organization and, in addition, may have temporary custody and responsibility of property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the City of Perkins.

The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

WORKING CONDITIONS:

The Americans with Disabilities Act requires identification of the general aptitudes and physical requirements needed to perform the job listed above, as well as the unavoidable, externally imposed conditions under which the work must be performed and that could create hardship. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

Physical Demands - *The nature of physical effort leading to physical fatigue*

The Parks and Recreation Director must have the ability to participate in active sports and recreation activities. The Parks and Recreation Director will be required to use machinery, equipment, and tools, and to perform manual labor in a safe and effective manner.

- Strength: Must have ability to occasionally lift 25-50 lbs., occasionally push/pull 15-25 lbs., and occasionally hold/carry 15-25 lbs. Must be able to manipulate from ground to waist, from waist to shoulder, above shoulder, and from waist level.
- Climbing: Must have ability to climb 8' to 10' step ladder, step stool, extension ladder, 1 flight of stairs, and 4 or more steps.
- Standing/sitting, moving: Must have ability to: frequently (4-6 hours/day) stand/sit and frequently (4-6 hours/day) move.
- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on floor or ground 5-20 times/day.
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands continually throughout the day.
- Manual/finger dexterity required include the use of hands and fingers to use tools, machinery, office equipment, and type is required.

Environmental Conditions - *The nature of adverse environmental conditions affecting the incumbent*

Much of the work will take place in an outdoor working environment, wherein there are disagreeable working conditions part of the time, including extreme heat, cold, and other weather and environmental conditions. The noise level in the work environment is usually moderate. The incumbent works near moving mechanical parts, is at risk of radiation or vibration. The incumbent is exposed to fumes and airborne particles and toxic or caustic chemicals.

Sensory Demands - *The nature of demands on the senses*

- Visual: Must have ability to perceive or comprehend by the sense of light. Specific vision abilities required include close vision, distance, color and peripheral vision, depth perception, adequate eyesight to read computer screens, perform detail work, as well as the ability to adjust and focus.
- Other: May be exposed to unpleasant sights, sounds, or odors.

Mental Demands - *Conditions that may lead to mental or emotional fatigue*

There are a number of stressors associated with this position, deadlines, multiple tasks, simultaneous tasks, customer relations, etc. The Parks and Recreation Director must also deal with a wide variety of people on various, sometimes challenging, issues.

Must be willing to attend job-related training, meetings, events, etc. and may be called upon infrequently to address groups of people in a public setting. Must be able to plan, organize, direct, schedule, supervise, and review activities of assigned staff and participants; analyze problems, evaluate alternatives, and make sound decisions and recommendations; follow problems through to resolution; present clear and concise written reports; learn, retain, interpret and apply pertinent provisions of the city's rules and regulations, city policies and other laws; learn, retain, interpret and apply plans and policies, adapting effectively to change; plan, prioritize and direct parks and recreation programs; coordinate program activities and projects with other programs, projects and contractors; exercise good judgment and make appropriate decisions; learn and use a variety of computer software applications related to the work; work effectively with community organizations, agencies and associated facilities.

Verbal Abilities

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard, communicate with general public, volunteers, vendors, supervisors, and other employees. Present clear and concise oral reports.

- Hearing/Listening: Must have ability to communicate with city officials, public, volunteers, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read and write in English.

Spatial Abilities

- Must have ability to estimate size, shape, distance, time.

Driving Abilities

- Must have the ability to transfer or convey in a vehicle. Must have ability to drive car, van, pickup truck, lawn mower, and tractor.

***DISCLAIMER**

This job description is provided as a guide and is not to be considered a contract. The City of Perkins reserves the right to make changes to the job description as necessary. It is intended to identify the major responsibilities and requirements of this job. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Application Information:

Applications are available at:
Perkins City Hall
110 North Main
Perkins, OK 74059
Between the hours of 8:00 a.m. – 5:00 p.m., Monday – Friday
or
download applications at www.cityofperkins.net

Resumes must be accompanied by a completed City of Perkins job application.
Applications will be accepted until position is filled.

The City of Perkins is an Equal Opportunity Employer.