

Job Description
City of Clarksville

TITLE: Parks Director

DEPARTMENT: Parks and Recreation

IMMEDIATE SUPERVISOR: Mayor

JOB SUMMARY: This job involves the overall control and management of the city's Parks and Recreation Department to include the Aquatic Center, Multi-Purpose Building, Parks, Playgrounds, Ballfields, Soccer Fields, and program administration, etc.

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Administer the overall operation of the Parks Department
- Plan for current and long range development of the Parks System
- Supervise the development, maintenance, and operation of all Parks facilities
- Hire Staff (with final approval of Mayor)
- Train departmental personnel on the correct and safe application of their job duties
- Establish needs assessment profile of the community and coordinate with other recreation groups to ensure these needs are being met
- Maintain appropriate control of revenues and budget
- Investigate possible funding sources and prepare grant applications
- Ensure departmental compliance with all applicable state and federal regulations
- Ensure compliance of the city's personnel policy
- Other job-related duties as may be assigned by supervisor

PHYSICAL DEMANDS/WORKING CONDITIONS:

While performing the duties of this job, the employee is frequently required to walk, sit, stand, bend, crouch, and kneel. The employee must occasionally lift and or move up to 100 pounds. While performing the essential functions of this job, the employee may be exposed to loud noise, extreme heat or cold, or other conditions associated with outdoor labor.

MINIMUM QUALIFICATIONS:

Degree in Parks and Recreation, or related field or five years experience in a comparable Management Position. Extensive knowledge of the principles and objectives of public parks and recreation administration, including knowledge of activities which make up a community program. Ability to manage people in a professional manner to ensure compliance with all local, state, and federal regulations. Have the necessary certifications to manage the aquatic center or ability to obtain immediately. Thorough knowledge of a wide variety of athletic and recreational activities. Organizational Skills. Ability to communicate both orally and in writing. A valid Arkansas Drivers License and insurable. Pass a standard medical and background screening and drug test. Must be able to work a variety of hours to include after normal business hours, weekends, and holidays when required.

DISCLAIMER: Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks and responsibilities associated with a specified position. Therefore descriptions/specifications may not include all duties performed by the individual. In addition, descriptions /specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

Employee's Signature

Date