

BERRIEN COUNTY

JOB DESCRIPTION

POSITION: Director of Parks and Recreation **CODE:** 0261

DEPARTMENT: Parks and Recreation

GENERAL SUMMARY:

Under the general direction of the County Administrator, plans, develops, and administers a comprehensive natural resource based parks, recreation, open space, and a recycling/environmental program in accordance with policies recommended by the County Parks and Recreation Commission and approved by the County Board of Commissioners. Oversees all personnel and financial management functions of the department. Performs related tasks as directed by the County Administrator.

TYPICAL DUTIES:

1. Plans, directs, supervises, coordinates and evaluates the activities, training, scheduling and performance of full-time and seasonal departmental personnel. Responsible for the hiring, firing, and discipline of all Parks personnel.
2. Oversees preparation of the County's comprehensive Parks and Recreation Plan, as required for state and federal grant eligibility.
3. Evaluates and reports on the potential of future County parks sites.
4. Plans and directs the acquisition, development, construction, operation and maintenance of all County park facilities.
5. Prepares and submits funding requests for state, federal and corporate grants for the acquisition and development of County park sites.
6. Reviews and supervises the work of Park and Recreation related consultants to the Board of Commissioners and/or Parks and Recreation Commission.
7. Establishes procedures and measures to promote park security and public and employee safety. Oversees compliance with state and federal regulatory safety standards.
8. Prepares the departmental annual operating budget for review by the Parks and Recreation Commission in accordance with the guidance provided by the County Administrator.

9. Administers department related grants, contracts, purchase orders, permits, leases and licenses.
10. Prepares and presents reports to the County Parks and Recreation Commission, Parent Committee, and Board of Commissioners as required. Develops, maintains and presents monthly attendance, program, and financial reports. Conducts research, compiles statistics and prepares other reports, as needed or requested by the County Administrator.
11. Oversees the growth and development of the Berrien County Parks Endowment Fund, and recommends its use to the Board of Commissioners as appropriate.
12. Organizes and directs the Department's marketing efforts including website development, social media, group presentations, news releases, advertising, displays, exhibits and brochures.
13. Consults with and provides direct technical assistance to Berrien County communities and agencies upon request and with County Administrator's approval,
14. Investigates and responds to customer complaints, comments and questions in a timely fashion.
15. Maintains regular office hours consistent, however, with the need to provide supervision as required on evenings, weekends, and holidays.
16. Completes other duties/special projects as requested by the County Administrator.

MINIMUM QUALIFICATIONS:

EDUCATION: A Master's Degree in Parks and Recreation Administration, Natural Resources, Public Administration or related area.

EXPERIENCE: 5 years progressively more responsible experience in a park or recreation related field.

OR

EDUCATION: A Bachelor's Degree with a major in Parks and Recreation Administration, Natural Resource Planning or a related field,

EXPERIENCE: 7 years progressively more responsible experience in a park or recreation related field.

SPECIAL REQUIREMENTS:

1. No felony convictions.
2. Valid vehicle operator's license.
3. Regular, reliable and predictable attendance is required
4. An offer of employment shall be conditioned upon the successful completion of a medical examination (physical and mental). Prior to employment commencing, must pass drug and alcohol tests and criminal and civil record checks. Must be fingerprinted. Medical examinations (physical and mental) that are job related and consistent with business necessity along with random and for cause drug and alcohol tests may be required during the course of employment in accordance with the county policy..
7. Berrien County Parks and Recreation Department is typically a seven day a week operation with no holidays. The Director must have the ability and willingness to be available at any time as required by the situation.

PHYSICAL REQUIREMENTS.

1. Ability to distinguish nature's sounds and colors.
2. Ability to maneuver unassisted on various and uneven types of terrain outdoors in all types of weather.

DESIRED QUALIFICATIONS

1. Personal initiative and the ability to effectively plan and organize work.
2. Must be proficient with Microsoft Office software.
3. Knowledge and ability to use social media outlets.
4. Ability to tactfully handle critical and sensitive situations in a calm and professional manner. Ability to deescalate potentially violent situations.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Approved: _____

March 2020

