



Job Title: Parks & Recreation Director
Department: Parks & Recreation
Reports to: Township Administrator
Type: Full-Time
Classification: Salary, Exempt
Adopted/Revised: April 21, 2020

POSITION SUMMARY:

This position is responsible for the development and monitoring of all park and recreation programs and projects in Delhi Township as well as oversight of all park property. The Director also oversees the use and rental of the Delhi Lodge and Delhi Senior and Community Center and serves as the Township representative with all external volunteer and community groups making use of park facilities.

POSITION FACTS:

Weekend Work Required:	Possibly
Shift Work Required:	Possibly
Overtime:	Not Applicable
Covered by Collective Bargaining Agreement:	No

RELATIONSHIPS AND CONTACTS:

The Parks & Recreation Director is under the direct supervision of the Township Administrator. The Director needs to have a positive working relationship with all Township personnel, Township officials, civic groups, and the public as well as with governmental agencies.

LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS:

The park office is located within the Fire Headquarters building at 697 Neeb Road; however, the Director routinely travels throughout the Township and park properties. This position requires the Director to work out of doors, at times under extreme weather conditions. The Director must maintain the physical condition appropriate to the performance of assigned duties and responsibilities which include standing for long periods of time; walking over rough terrain; bending, crouching, or squatting; pushing, pulling, or lifting heavy objects weighing up to 50 pounds; climbing stairs / ladders; and operating assigned equipment. Employee will be exposed to air contaminants, dirt, electrical hazards, temperature extremes, noise, toxic materials, and vibrations.

ESSENTIAL DUTIES / RESPONSIBILITIES:

1. Develop, coordinate, and administer park projects, improvements, and recreational programs.
2. Prepare and administer the annual Parks and Recreation tax and operating budgets.
3. Assist in the preparation of bid documents, grant proposals, and the solicitation of donations.
4. Regularly assess and evaluate the effectiveness of the Township's recreation and volunteer programs; making recommendations within the scope of the annual budget.
5. Develop and recommend rules, procedures and policies for the Parks & Recreation Department.
6. Recruit, interview, and recommend for hire all park employees.
7. Resolve disputes among the public regarding recreation programs and the use of Township park buildings, grounds, and facilities.
8. Market Township Parks & Recreation programs and fundraisers.
9. Oversee schedule of park facilities.
10. Act as a representative on behalf of the Township at meetings or conferences.
11. Attend and successfully complete assigned training.
12. Lead, motivate, and maintain a high level of discipline and morale.
13. Communicate effectively, both orally and in writing.

14. Deal effectively with the community, community leaders, and organizations.
15. Possess excellent organizational skills.
16. Perform all tasks in a safe manner, following applicable safety rules and using applicable personal protective equipment.
17. Performs other related duties as directed by the Township Administrator.

ADDITIONAL DUTIES / RESPONSIBILITIES:

1. Organize and implement environmental programs for the community.

TOOLS AND EQUIPMENT:

Must be able to use personal computer, Microsoft office products, printers, copiers, smartphone, and portable communications radio. Must be able to operate vehicles and power equipment, such as mowers, tractors, twin-axle vehicles, snow blowers, chain saws, sod cutter, weed eaters, and pruning saws. Must be able to use common hand and power tools, including but not limited to, drill, saws, screwdrivers, and hammers. Must be able to care for established lawns by mulching, aerating, weeding, trimming, or edging around flower beds, walks, or walls.

TEAMWORK AND PARTICIPATION:

- Create ideas that improve production, organizational performance, or result in cost or time savings for the department.
- Become actively involved in decisions affecting work detail.
- Communicate in a positive and respectful manner with customers.
- Demonstrate flexibility and cooperative attitude when faced with change.
- Follow policies and procedures of the Parks & Recreation Department.

MINIMUM QUALIFICATIONS:

This position requires a bachelor's degree from an accredited college or university with a preferred major in a park or recreational field or its equivalency and a minimum of five years' work experience with park and recreation programs with at least two years in a managerial position. Employee must be proficient in the use of Microsoft Office products and familiar with budgetary and accounting software programs. Must possess and retain a valid driver's license and be insurable through Delhi Township's insurance carrier.

SELECTION PROCESS:

Applicants may be required to submit cover letters, resumes, and applications. All applicants may be subject to a general proficiency exam to establish an interview schedule. Selection is based on the most qualified applicant determined by one or more in-person interviews.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

If applicant meets all requirements and characteristics as indicated in the job description, hiring may be contingent upon successful completion of drug test, background check, and voice stress analyzer test.