



southburlington

VERMONT

JOB DESCRIPTION

Director of Recreation & Parks

Last Updated 6/12/2023

Job title	Director of Recreation & Parks
Reports to	City Manager
Classification	Exempt, Full-Time
Salary	\$85,000 - \$95,000 annual
Direct Reports	Special Projects Coordinator, Senior Adult Recreation Specialist, Program Supervisor, Recreation Specialist

Job Summary

The Director of Recreation and Parks manages, directs, and provides leadership for the administration, finances, and efficient operation of all aspects of the South Burlington Recreation and Parks. This work includes supervising and leading the R&P staff, developing, and implementing policies and procedures, strategizing, planning and implementing innovative R&P programs and events for all South Burlington residents and planning of initiatives and community outreach strategies that align with the goals and objectives of the City. This position also provides strategic leadership around the City's open spaces and natural areas and ensures that all residents and visitors to South Burlington have access to the natural amenities of the community. This position assesses and monitors community needs, identifies opportunities for improving service delivery methods and procedures and establishes and builds relationships with community partners. Administrative functions of this position include budget creation and management of resources including setting strategies and priorities. As a Department Head, this position is a member of the City Manager's Leadership Team.

Essential Functions (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

- In partnership with elected and appointed officials and community members, establishes strategic vision for the City's recreation programming, events, parks, open spaces, and natural areas.
- Develops and/or approves policies and procedures relating to Recreation & Parks Department operations; recommends updates as appropriate to the City Parks Ordinance; and ensures that uses are not in violation of the articles contained therein.
- In partnership with the Department of Public Works, advises on and directs the maintenance, repair, and operation of fields, courts, and all facilities and equipment under the auspices of the Recreation & Parks Department. Writes and oversees maintenance standards with Public Works to ensure an excellent and safe customer experience.

- Assures recreation facilities and equipment are maintained in a safe and proper condition, determining when fields should be open or closed based on field conditions, and schedules use of fields and park facilities in accordance with the facility use & fee policy.
- Develops, administers, and manages the department budget including setting program and facility fees.
- Works with City Administration and Public Works to develop capital improvement plans and priorities across community parks, paths, and open space resources.
- Oversees the planning, coordinating, and implementing of a diverse offering of cost-effective recreation programs and facilities to meet the needs of the community and develop short and long - range plans for recreation programs and facilities in cooperation with various committees, departments, and City Administration.
- Serves as the Staff Liaison to the Recreation & Parks Committee and Common Areas for Dogs Committee. Represents department and City to local boards and organizations that use the parks and fields.
- Manages and supports staff in all aspects of performing their jobs, including conducting periodic performance appraisals for direct reports, providing constructive feedback, expanding staff skills, and setting work and professional development goals to maximize the performance and quality of staff and services.
- Prepares reports and develops information requested by the City Manager, City Council, and Advisory Committees. Updates Comprehensive Plan and Parks Master Plan as required.
- Researches, writes, and administers grant applications and awards that leverage non-property tax dollars to support innovative programs and services.
- Works collaboratively with City Planner and City Administration to designate, acquire, and manage additional park and open space land.
- Works closely with School Administration and Public Library to secure programs spaces, coordinate programming and collaborate on filling existing gaps in services.
- Maintains positive public relations with the media and community and investigates, records, and reports on complaints related to parks, athletic fields, and recreational facilities.
- Oversees the scheduling of all facilities that come under the jurisdiction of the department and coordinates the use of school facilities with school administrators. Works with emergency services to update the emergency management plan for parks facilities.
- Collaborates with other agencies and organizations for local and regional event production.
- Establishes and maintains strong working relationships with internal and external departments, recreational organizations to collaborate and facilitate program effectiveness.

Minimum Qualifications

- Bachelor's Degree from an accredited college or university with a major in Recreation Administration and Park Management, Public Administration, Business Management, or a closely related field; a minimum of five years of progressively responsible experience in Recreation Administration & Parks Management, three of which must have been in a responsible administrative and supervisory role, preferably in a municipal setting, or equivalent relevant experience.
- At least two years supervisory experience including hiring, training, and evaluating of employees.
- Ability to meet and maintain professional certification by the National Recreation and Park Association and the Vermont Recreation and Park Association Certified Parks and Recreation Professional (CPRP) within the first 6 months of hire.

Knowledge and Experience:

- Understanding and knowledge of the principles and practices of Recreation Administration & Parks Management.
- Working knowledge of the professional philosophy of municipal recreation.
- Extensive knowledge of recreation and parks programs, equipment, and facilities. Ability to stay abreast of new approaches, programs, and leading-edge technology to maintain growth and effectiveness of programs.
- Demonstrated ability to utilize a wide variety of reference, descriptive and/or advisory data and information.
- Expresses oneself clearly and concisely, both orally and in writing and ability to speak before public groups on plans, programs and goals of the department and City.
- Clearly communicate expectations in coordinating activities of a project, program, or designated area of responsibility to staff and outside parties as required.
- Demonstrated ability to perform duties requiring the exercise of considerable initiative and judgment in the planning, administering, and conducting of community recreation programs, management of facilities, and the direction of department personnel.
- Familiarity and demonstrated ability to use various recreation software programs and office applications.
- Demonstrated ability to prepare, administer and manage budgets.
- Committed to the principles of professional ethics, service, good governance, equitable service delivery, and being a lifelong learner.

Working Conditions

(Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal: Work is normally performed in a climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of internal job duties. Position requires attendance at events and meetings outside of normal working hours.

External: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, pollen, odors, chlorine gas, methane gas, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light and toxic agents. Work may require visits to department related sites and facilities with some exposure to occupational risks.

Typical work schedule is Monday through Friday 8:00 am to 4:30 pm; schedule is subject to change based on organizational/program needs or event schedules. Attendance at evening committee and council meetings will be required.

Physical Demands

The employee may be required to lift objects weighing more than 25 pounds. Work may require light physical effort for the inspection and oversight of department sites and facilities. Intermittently sitting, standing, stooping, lifting and walking is required.