

# **Parks and Recreation Director**

## **City of Parsons**

### **Parsons, TN**

#### **JOB DETAILS:**

##### **JOB TYPE:**

Full-time

##### **BENEFITS:**

Health insurance

Pension Plan

##### **PAY:**

Pay dependent on experience and qualifications

#### **ESSENTIAL JOB DUTIES:**

Manage, direct, supervise, and coordinate various recreation programs and special events for the Community including the maintenance of parks and related facilities; plan, direct, and supervise the work of full- and part-time staff; manage the Department Budget; provide staff support to City Council and other committees; facilitate use of all resources to community sports organizations; coordinate assigned activities with other City Departments, outside organizations, and the general public; provide highly-responsible and complex administrative support to the City Administrator.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the City Administrator.

#### **QUALIFICATIONS:**

##### **Knowledge of :**

- Modern principles of park planning and design.
- Modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults.
- Recreational, social, and cultural needs of the community.
- Principles of facility supervision, facilitation, and maintenance on a daily, monthly and annual schedule.
- Good computer skills.
- Manage, direct and coordinate the work of Clerical and part-time staff.

- Interpret and apply Federal, State, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
- Analyze problems; identify feasible solutions; project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain effective working relationships with staff, volunteers, City Council, Commissions and Committees, community organizations, individual citizens, governmental agencies, contractors, and vendors.
- Plan, develop, direct, and evaluate comprehensive recreation programs and services for the Community.
- Assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for development and implementation of new program areas.
- Maintain administrative systems for facility and program scheduling, calendaring, and other functions.
- Develop, analyze, interpret, and explain Department policies and procedures.
- Participate in long-range and strategic planning.
- Communicate clearly, concisely, and effectively, both orally and in writing.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Any combination of experience and training that would likely provide the required knowledge and abilities for the position at hand, not limited to high school diploma, college degree or years of parks and recreational programming for the related field

**TO APPLY:**

Please contact the City Of Parsons or visit their Facebook page or website at: [www.cityofparsons.com](http://www.cityofparsons.com)