



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Director, Parks and Recreation	BAND/LEVEL:	Senior Management
DEPARTMENT:	Parks and Recreation	JOB NO:	1560
DIVISION:	Administration	DATE:	01/14/2020
REPORTS TO:	Assistant City Manager	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	520
REPLACES:	Director, Parks and Recreation	LAST REVISED DATE:	12/1996

JOB SUMMARY STATEMENT: Directs and coordinates development of operating directives affecting all parks and recreation operations including: the Overland Park Arboretum & Botanical Gardens, Deanna Rose Children’s Farmstead, the Overland Park Farmers’ Market, community centers, aquatics, soccer, golf, forestry, park maintenance and Arts and Events in the City of Overland Park. Acts in an advisory capacity to elected and appointed officials on all matters pertaining to parks and recreation. Directs, administers and monitors the departments’ budget. Manages staff. Coordinates acquisition of easements, right-of-way, park property and joint use agreements. Coordinates department programs with other agencies. Directs, coordinates and monitors short- and long-range department planning and goals.

DUTIES AND RESPONSIBILITIES:

1. Directs and coordinates development of operating directives affecting the Parks and Recreation Department.
2. Acts in advisory capacity to elected and appointed officials on all matters pertaining to parks and recreation. Responds to all inquiries for information, attends committee meetings, City Council meetings, Citizen Advisory Council on Parks and Recreation meetings, composes reports and reads and administers all Governing Body policies.
3. Plans and establishes priorities for budgeting. Directs preparation of, administers and monitors department's operating and capital budgets. Reviews department needs, schedules and plans capital improvements, schedules equipment replacement, meets with staff to explain budget guidelines, and reviews monthly budget recaps and budget detail. Monitors and administers annual department budget.
4. Working through subordinates, administers and manages, plans and directs construction, maintenance and operation of parks and recreation facilities, grounds and landscaping. Develops detailed work plans, prioritizes improvement projects and develops maintenance levels. Composes and communicates department objectives, standards and operating policies. Meets with staff to communicate and discuss maintenance and improvement schedules. Conducts walk through to inspect projects at various stages. Presents status reports of improvement projects to the Governing Body.
5. Conducts performance appraisals. Meets with employees to discuss work-related matters such as status of various projects or operations. Issues written or verbal directives to staff members. Reviews and monitors changes in job duties and responsibilities. Promotes affirmative action, equal opportunity and compliance with ordinances, policies and directives of the City.

6. Coordinates acquisition of easements, right-of-way, park property, and joint use agreements relating to parks and recreation. Reads legal description and visually inspects land and easements and confirms legal description. Composes legal contracts and documents. Meets with and negotiates land transfer with developers and land owners.
7. Coordinates departmental programs with other cities, community groups, schools, utilities, neighborhood interest groups and other governmental agencies. Attends meetings, composes letters and reports, and conducts group presentations.
8. Directs, coordinates, and monitors departmental short- and long-range goals, objectives, policies, priorities and planning. Evaluates park and recreation needs, conduct written and phone surveys, seeks and receives feedback from elected officials and citizens.
9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
10. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
11. The above duties and responsibilities include those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in Parks and Recreation Administration, Public Administration, or similar field to gain formal knowledge in management of grounds, landscape and programs or additional equivalent experience.
- Master's Degree in Parks and Recreation Administration, Public Administration, or a related field is desirable.
- Possession of an appropriate, valid driver's license.
- Must maintain an insurable driving record.

EXPERIENCE:

- Ten years of progressively responsible management experience in parks and recreation, community services and facilities, or an equivalent level of experience.

SKILLS:

- Negotiation skills.
- Excellent oral and written communication skills.
- Analytical skills.
- Excellent organizational skills.
- Good listening skills.



MENTAL REQUIREMENTS:

- Ability to compose letters, reports, contracts, specifications, directives, etc.
- Ability to read and comprehend city, state and federal regulations.
- Ability to analyze complex problems and recommend solutions.
- Ability to exhibit diplomacy and judgement when dealing with City employees and the general public.
- Ability to compute basic math and apply basic accounting procedures.
- Ability to exhibit sound judgement.
- Ability to train and guide others.
- Ability to read and comprehend site plans, blueprints and specifications.

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Ability to speak to an individual or a group for an extended period of time.
- Ability to operate City vehicles.
- Mobility to visit/tour City facilities in adverse conditions to include but not limited to construction sites, outdoor sites, remote sites, interior and exterior building inspections.
- Ability to traverse rough terrain.
- Ability to sit and be attentive for extended periods of time.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct:
 - Deputy Director, Parks and Recreation.
 - Manager, Parks and Forestry.
 - Executive Director, Arboretum and Deanna Rose Children's Farmstead.
- Indirect
 - - Full Time staff.
 - - Part-time, Temporary, and Seasonal staff.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.