

**POSITION DESCRIPTION
CITY OF NOBLESVILLE, INDIANA**

POSITION: Director
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M - F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: January 1998 **STATUS:** Full-time
DATE REVISED: December 2022 **FLSA STATUS:** Exempt

The City of Noblesville, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Incumbent serves as Director for the Parks and Recreation Department, responsible for directing all operations in maintaining City parks and recreation, recreation programs, and golf operations.

ESSENTIAL JOB FUNCTIONS:

Supervises and directs assigned personnel, including interviewing applicants, hiring and preparing related paperwork, planning/making work assignments, coordinating cross-training, providing corrective instruction, evaluating performance, and maintaining discipline.

Oversees all department operations, including coordinating program activities with other local, state and federal agencies.

Reviews timesheets for accuracy, approves/denies timesheets and time-off requests of assigned personnel, monitors staffing needs, and completes payroll change notices as needed.

Represents department at various board/commission meetings, such as Park Board and City Council, reporting and responding to inquiries as requested.

Administers Department budget, including monitoring revenue and routine expenditures, authorizing major expenditures, approving transfers as needed, and overseeing maintenance of detailed records and preparation of reports as required.

Maintains public awareness of Department programs, facilities and policies, including posting rules, preparing reports and media releases, and making public speaking presentations as requested.

Periodically conducts public surveys to assess community leisure and recreational needs, including conducting focus groups and public meetings, preparing, distributing and assessing surveys, inviting/ receiving input, analyzing data, developing/updating the strategic plan, and implementing appropriate program changes. Periodically recommends major program initiatives to Park Board and Mayor.

Assesses Department capital improvement needs and develops long- and short-range plans to upgrade buildings and other structures, vehicles, playground and maintenance equipment.

Periodically prepares and submits grant applications, and administers/coordinates approved programs, often collaborating with other departments/agencies, such as paving with Street Department and recreational activities with schools.

Compiles and prepares annual Department report with statistics and narrative, such as revenue, expenditures, program activities, and participants.

Periodically represents Department at Indiana General Assembly, commenting/recommending state laws effecting park and recreation activities, such as tax allocations and funding for special projects.

Prepares annual Department budget, including discussing with management personnel, projecting revenue, payroll and other costs, and submitting and justifying to Mayor and City Council as requested.

Maintains current knowledge of park and recreation trends and developments by periodically attending training seminars.

Serves on 24-hour call for emergencies.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor Degree in Park and Recreation or related area, with minimum of five years of related experience; supervisory experience preferred.

Certified Park and Recreation Professional certification or the ability to acquire certification within one (1) year of employment.

Thorough knowledge of and ability to make practical application of principles and practices of park and recreation management, including applicable local, state and federal regulations.

Ability to supervise and direct assigned personnel, including interviewing applicants, hiring, making work assignments, evaluating performance, maintaining discipline, and terminating as needed. Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and ability to apply these regulations/standards to employment.

Possession of or the ability to obtain certification of CPR and first aid in a reasonable time period.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including

computer, printer, telephone, copier, postage meter, and calculator. Advanced knowledge of Microsoft Office Programs such as Word, Excel, Outlook, Teams, and SharePoint.

Ability to prepare and make public speaking presentations, and effectively communicate orally and in writing with co-workers, other City departments, funding and regulatory agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, and prepare and submit detailed reports as required.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Working knowledge of and ability to make practical application of bookkeeping and accounting principles, ability to perform relevant arithmetic calculations and maintain accurate records.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Ability to regularly work extended and evening hours, occasionally work weekend hours, and regularly travel out of town for meetings/conferences, sometimes overnight.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City of Noblesville's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

II. RESPONSIBILITY:

Incumbent makes authoritative application of City and Department policies and procedures.

Incumbent enforces policies determined by the Parks Board and at the direction of the Mayor.

Incumbent's work is reviewed primarily for soundness of judgment and attainment of objectives.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains contact with co-workers, other City departments, funding and regulatory agencies, and the public for purposes of exchanging information, explaining/interpreting policies and procedures, coordinating operations, supervising personnel, and resolving problems.

Incumbent reports to, is appointed by, and serves at the pleasure of the Mayor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment involving close/far vision, bending, lifting/carry objects weighing less than 25 pounds, hearing sounds/ communication, handling/grasping/fingering objects. Physical effort while conducting programs / activities may involve standing/walking for long periods. Incumbent may be exposed to hazards when responding to emergency situations such as downed power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended evening and/or weekend hours and occasionally travels out of town for meetings/conferences, sometimes overnight. Incumbent serves on 24-hour call for emergencies.