



The Town of Bargersville is seeking a dynamic, experienced **Parks and Recreation Director** to lead our parks facilities and the developmental phases of the highly anticipated Kephart Park, expected to open in spring of 2023. The 19-acre park will include splash pads, a playground and recreational area, eight pickleball courts, two shelter houses with grills, three shade canopies, restrooms, and Wi-Fi access! This is an exciting opportunity to be a part of our innovative and expanding community. Bargersville is located in Johnson County, Indiana, just 20 miles south of downtown Indianapolis with 2 school districts: Center Grove Community School corporation and Franklin Community School corporation. Bargersville is the fastest growing community in Johnson County.

Come be a part of our team, where our employees take pride in serving our community! The Town of Bargersville offers a competitive salary with an attractive benefits package.

Summary:

The **Director of Parks and Recreation** is responsible for implementing the agency policy and the overall management of the Parks and Recreation system. Will oversee all divisions for the department regarding recreation programming, staff management, facility development, maintenance and operations, as well as business management.

Essential Functions and Responsibilities

- Ensure that all activities of the Parks and Recreation department shall be in accordance with the Indiana Park Law and policies, in addition to other federal, state, and local statutes and ordinances (both existing and proposed) that affect operations
- Coordinate the development of the parks departments strategic plan and a comprehensive capital improvements program. Supervise and/or conduct any necessary research, surveys, or studies to develop these plans
- Oversee the recommended goals and objectives for parks and recreation operations, based off the parks comprehensive plan, while developing strategies for achieving these goals
- Develop and implement operational procedures to effectively manage daily operations and implement board approved policies
- Provide parks board with policy, plan, and program recommendations with necessary supporting information
- Oversee the development, maintenance, and operations revenue for facilities and parks
- Ensures all safety, health, and loss control policies and procedures and incidents are reported, followed, and implemented in a timely manner. Ensures staff training and promotion of safety, health, and loss policies adopted by the parks board
- Initiate and maintain good working, professional relationships with parks board, the community, and interdepartmental managers and staff relative to the needs of the position
- Establish staff training programs, staff meetings, and work with relevant staff members in determining current and future staffing needs
- Act as the official means of communication to all parks board members and the employees of the department. Will promote activities and other community functions with the public. Work with the parks board and other committees to implement methods of involving the public with the planning/decision making process
- Involvement in professional organization membership(s). Participate in seminars, conferences and other programs that promote development for Parks and Recreation



Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations that do not impose an undue hardship may be made to enable individuals with disabilities to perform the essential functions. In addition, the prerequisites listed below are representative of the knowledge, skill, and/or ability required.

- Demonstrated knowledge of Indiana Park law and polices in addition to federal, state, and local statutes/ordinances
- Must be able to work additional hours outside of normal business hours including nights and weekends as necessary
- Must be able to work independently within assigned areas of responsibility.
- Excellent organizational, interpersonal, communication and leadership skills
- Demonstrated knowledge of MS Suite (Word, Excel and Outlook), and Document Management Software
- Ability to read, analyze, interpret and prepare, reports, business correspondence, procedures, ordinances, and governmental regulations with minimal supervision
- Must be able to drive a personal or Town-owned vehicle, possess a valid Indiana operator's license, and carry insurance or be insurable to the minimum extent required by the Town (and/or recommended by the Town's insurance carrier(s))

Physical Requirements

While performing the duties of this job, the incumbent will frequently be required to walk, sit, talk, and hear. Use of hands and arms to reach, handle, or operate objects, tools etc. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 50 pounds. Vision requirements include close vision, and the ability to adjust focus.

Education and/or Experience

- Bachelor's degree from an accredited college or university; major course work in Parks and Recreation administration or closely related field. Comparable amount of directly related experience may be substituted for the minimum educational requirements.
- Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) with the National Recreation and Park Association, preferred
- Minimum 4 years of related Parks and Recreation experience required