

**POSITION DESCRIPTION
CITY OF PORTAGE, INDIANA**

POSITION: Director of Parks & Recreation
DEPARTMENT: Parks & Recreation
WORK SCHEDULE: 8:00 a.m. - 5:00 p.m., M-F
JOB CATEGORY: EXE (Executive)

DATE WRITTEN: **STATUS: Full-time**
DATE REVISED: April 2024 **FLSA STATUS: Exempt**

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Portage provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Director of the Parks and Recreation Department for the City of Portage, responsible for the overall strategic vision, management, and coordination of the Department.

DUTIES:

Develops and administers strategic visions and plans with City Administration, City Leadership team, Park Board, Park Foundation Board, and City Council.

Supervises and directs assigned personnel and volunteers, including interviewing applicants, making hiring decisions, making/scheduling work assignments, analyzing workload and human resource needs of department, recommending increases and decreases in staff, reviewing salaries, evaluating performance, providing training and corrective instruction, maintaining discipline, and informing supervisor and assigned staff of organization developments needed to perform position responsibilities.

Supervises acquisition, plan, design, construction, and maintenance of recreation facilities, consults with Streets and Sanitation Departments on other City projects.

Supervises administrative financial planning and budget development in coordination with City Clerk-Treasurer. Has the ability to manage a multi-million-dollar budget.

Supervises fund development and fundraising with Foundation Board requiring consistent corporate and individual stewardship relationship building.

Supervises complex marketing of Department and Foundation portfolio including technical and social media platforms.

Serves the Mayor and City Administration on city issues as needed including, but not limited to, Disability, Housing, and Economic Development policy. Performs other related duties as assigned.

I. JOB REQUIREMENTS:

Must have a certification or a Baccalaureate Degree in the field of parks and recreation and/or equivalent combination of training and experience.

Must be at least 21 years of age.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Must have experience in Board development and fundraising.

Thorough knowledge of multi-million-dollar budget development and management, grant writing, public speaking, and contract negotiations.

Thorough knowledge of the principles and practices of development and fundraising and detailed understanding of donor relations and stewardship programs.

Working knowledge of department and standard office policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to compose/prepare correspondence, forms, and reports.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to supervise and direct assigned personnel and volunteers, including interviewing applicants, making hiring decisions, making/scheduling work assignments, analyzing workload and human resource needs of department, recommending increases and decreases in staff, reviewing salaries, evaluating performance, providing training and corrective instruction, maintaining discipline, and informing supervisor and assigned staff of organization developments needed to perform position responsibilities.

Ability to use standard office equipment including, but not limited to, computer, calculator, fax machine, copier, scanner, telephone, and smart phone.

Ability to provide public access to or to maintain confidentiality of department information and records according to State requirements.

Ability to effectively communicate orally and in writing with assigned personnel, co-workers, volunteers, other City departments, City Administration, City leadership team, Parks Board, Park Foundation Board, City Council, schools, vendors, service providers, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.
Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure or amidst frequent distractions and interruptions.

Ability to plan and layout assigned work projects.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compute, perform arithmetic operations, and count to develop and execute operating budget.

Ability to read/interpret detailed prints, sketches, layouts, specifications, maps.

Ability to apply knowledge of people, locations.

Ability to compile, collate, classify, or analyze data, and take action based on data analysis.

Ability to regularly work extended hours, evenings, and weekends, and occasionally respond to emergencies from off-duty status, and travel out of town for conferences and networking, sometimes overnight.

Possession of a valid driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbents' duties are broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in coordinating work schedules, supervising, and directing personnel, determining and making facilities and equipment repairs, and making cost-effective purchases.

III. RESPONSIBILITY:

Incumbent performs duties according to standard Department policies and procedures. Purpose and desired results of incumbent's work are known and work is reviewed primarily for appropriate supervision or direction of assigned operations. On rare occasions, decisions are made in the absence of specific policies and procedures and/or guidance from supervisor.

Incumbent reports directly to Chief of Staff.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with assigned personnel, co-workers, volunteers, other City departments, City Administration, City leadership team, Parks Board, Park Foundation Board, City Council, schools, vendors, service providers, and the public for purposes of maintaining a cooperative work relationship, negotiating, supervising personnel, and explaining, interpreting, and executing policies.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment involving sitting/walking at will, sitting/standing/walking for long periods, pushing/pulling objects, crouching/ kneeling, bending/reaching, lifting/carrying objects weighing up to 50 pounds, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, handling/grasping/fingering objects, and keyboarding.

The incumbent is occasionally exposed to extreme temperatures and inclement weather as well as wet and/or humid conditions, walking on uneven terrain, working in wet/icy conditions, working near fumes, odors, dust, and dirt, working in a noisy environment, and working with or exposed to violent/irate individuals.

Incumbent is regularly required to work extended hours, weekends, and evenings, and is occasionally required to respond to emergencies from off-duty status, and travel out of town for conferences and networking, sometimes overnight.

VI. OTHER:

The Director of Parks and Recreation position is an appointive position of the Mayor with confirmation from the Park Board. Specific job duties and job requirements are established at the discretion of the Mayor. A person appointed to the Director of Parks and Recreation position serves at the pleasure of the Mayor, works exclusively for the Mayor, and may be terminated by the Mayor at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Director for the Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name