

Current Title: Park Director
Location: Pelican Park
Department: Pelican Park/CSC
Reports to: Parc Commission

Working Title: Park Director
Salary Range: OPEN
FLSA Status: Exempt
Supervises: All Managers, All Facility Staff

GENERAL SUMMARY: The purpose of this classification is to perform administrative and technical work at the management level overseeing the maintenance, renovation and construction projects of the Parks and Recreation of the City of Carencro. The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class nor does anyone incumbent necessarily perform all of these tasks. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

High School diploma or GED, with vocational, technical, or college coursework in parks and recreation management or related field; Bachelor's degree is preferred; supplemented by five (5) years of progressively responsible supervisory experience in parks and recreation management, contract administration and related experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Will be required to obtain and maintain specialized certifications and/or training as deemed necessary.

EDUCATION/QUALIFICATIONS REQUIRED:

EXAMPLES OF WORK TO BE PERFORMED:

To manage subordinate supervisory, technical and support staff; supervisory duties include instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, selecting new employees, and recommending and approving transfers/promotions, discipline, termination, and salary increases; reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Oversees projects and work activities to monitor progress and ensure compliance with established standards; advises field crews in techniques and practices; reviews reports; reviews and approves requests for materials and supplies.

Organizes, schedules, supervises, assigns, reviews and inspects operations, maintenance and construction activities of the department; inspects, recommends and directs alterations and modifications to the existing parks and recreational facilities; reviews drawings, plans and specifications relating to new and existing projects, equipment and components.

Designs, plans and implements administrative systems and procedures necessary to increase production and reduce operating costs; writes and amends safety rules and regulations; oversees the administration of the department's safety program.

Participates in the process of developing specifications for equipment and material procurement; prepares and writes contract provisions and specifications.

Establishes and administers a comprehensive budget for the support of all required projects, programs and services; prepares and submits the annual budget for approval: analyzes, prepares and presents monthly departmental budget reports, updates and budgetary activity data; submits financial reports to peers and staff members; provides financial analysis and the potential impact of requested expenditures; prepares, reviews and/or approves/disapproves purchase order requests and bid advertisements.

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail. Provides assistance to employees as needed.

LICENSE(S) REQUIRED:

Valid Louisiana Driver's license. Will be required to obtain a valid State of Louisiana Class A driver's license within one (1) month of hire.

NONE

NECESSARY SPECIAL REQUIREMENTS:

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*Data/clerical/jobdescriptions/parkdirector2020-revised

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