



City of Milford
Parks & Recreation Director
Pay Grade: G13

Employment Status: Full- Time

FLSA Status: Exempt

Experience Required: Minimum of 3 years of diverse and responsible applicable experience in recreation and park administration and considerable experience in the administration of parks and recreation programs and facilities. NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300 training; FEMA IS-700, FEMA IS-800 training. A comparable amount of training and experience may be substituted for the minimum qualifications. Must pass pre-employment testing for substance abuse and criminal background. Background re-check completed every 2 years. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required.

Minimum Education Requirements: Requires a Bachelor's degree in parks, recreation and/or leisure studies or related field, Public Administration, or another related field

Direct Supervisor: City Manager

Supervisory Responsibility: Supervise a small group of employees.

Primary Work Location: Office setting, Parks, Forests and Recreation Facilities

Job Summary: Responsible for the ongoing development and overall administration of a comprehensive parks and recreation program which includes planning and promoting recreational programs and events; maintaining and developing City parks and facilities, including playgrounds, the Riverwalk, cemeteries, landscaped areas, and open spaces; preparing budgets; generating non appropriated funds and seeking grant monies; supervising personnel; interacting with public and private entities on relevant issues. The Parks & Recreation Director shall function with a high degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities, programs and acceptable performance levels for his/her functional area. The Parks & Recreation Director also serves as a member of the City management team.

The Parks & Recreation Director shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Parks & Recreation Director shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

Supervision Received: Work is performed under the general supervision of the City Manager.

Essential Job Functions:

An employee in this position may be called upon to do any or all the following essential duties:

- A. Oversee the administrative, fiscal and personnel matters of the department.
- B. Plan, promote, organize and supervise a comprehensive and diversified community recreation, arts and cultural, athletic, social, and leisure programs and administer these programs in the best interest of the community.
- C. Organize and direct, through subordinates, volunteers or outside vendors, the repair and maintenance of parks, open space, grounds and athletic facilities to meet the needs of the community's recreation and leisure activities; inspect park buildings, grounds and recreational facilities and equipment, and initiate necessary action as required.
- D. Plan and direct the Department's public relations and outreach efforts; preparing presentations and reports to the media, civic, social and other special interest groups.



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- E. Oversee park and facility security, coordinating with the Milford Police Department as needed.
- F. Oversee the park grounds and athletic facilities repair and maintenance.
- G. Plan and direct the departments public relations program and prepare/ present reports.
- H. Have direct control and accountability for the expenditures of the department funds in accordance with the budget and city policies as they pertain to procurement and request for proposals standards.
- I. Prepares annual parks and recreation department budget for review.
- J. Implement and develop overall administration of comprehensive parks and recreation department.
- K. Manage and maintain acres of city parkland.
- L. Plan and direct the training, supervision, and evaluation of both full-time and seasonal employees.
- M. Direct and participate in the development and implementation of goals, objectives, policies, and procedures.
- N. Identify opportunities for partnerships with other organizations or concession or vendor operations that will fulfill the mission of the Parks and Recreation Department in a cost-effective manner, and makes recommendations to management and City Council.
- O. Direct, control and account for the expenditure of department funds in accordance with budget appropriation and policy; regularly reviews fees and charges to ensure they are set in accordance with City cost recovery policies and principles.
- P. Prepares the annual Parks and Recreation Department budget for review by the City Manager and Finance Director, then for approval by the City Council.
- Q. Prepare and recommend adoption of long range and immediate plans.
- R. Implement and develop overall administration of comprehensive parks and recreation department. Coordinate and communicate with other city departments.
- S. Plan and direct the selection, training, supervision and evaluation of both full-time and seasonal contractual employees, in conjunction with Human Resources staff.
- T. Direct and participate in the development and implementation of goals, objectives, policies, procedures and priorities for the City and the Parks and Recreation Department. Coordinate parks and recreation programs in consultation and collaboration with the Milford School District, Boys and Girls Club, community groups, and others as required.
- U. Evaluate programs, parks and employees.
- V. Prepares reports, provides staff support and/or attends meetings of the City Council, City committees, Community Cemetery Board, and community groups as required.
- W. Seek grants, sponsorships and alternative funding sources to achieve department's goals and objectives.
- X. Performs related work as required.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Operational characteristics, services, and activities of municipal recreational programs; Theories, principles, operational practices and trends of public recreation program development and administration, including laws, regulations, and safety measures used in the operation of recreational programs;



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- Marketing theories, principles and practices and their application to recreation programs.
- Principles of public administration.
- Customer service skills and techniques.
- Principles and practices of program development and administration.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of municipal budget preparation, bookkeeping, and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Maintenance and repair procedures for forestry equipment and grounds.
- First aid and use of radio equipment.
- Current social and economic trends.
- All phases of community recreational activities and administration.
- Principles and practices of public administration with special reference to departmental personnel and budget administration.

Skills

- Meet expectations for quality service and delivery dates with good time management
- Software applications as needed for the work assigned
- Communicate complex ideas, both orally and in writing.
- Able to supervise a group of employees.
- Efficient time management.

Abilities

- Oversee and participate in the management of a comprehensive recreation program; Supervise, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate program staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer program budgets.
- Manage programs and services.
- Utilize and maximize available resources to meet recreation program and service goals.
- Conduct studies, analyze data, and draw sound conclusions.
- Elicit community and organizational support for recreation programs.
- Respond to requests and inquiries from the general public.
- Prepare clear and concise reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Exercise tact and deal effectively with officials and representatives of other jurisdictions, departments and the general public.
- Demonstrate an awareness and appreciation of the cultural diversity of the community by ensuring accessibility to meet the needs of residents.
- Establish and maintain effective working relationships with those contacted in the course of work.



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- Ability to lead and instruct individuals, coaches, staff and groups, in games, sports and other recreational activities when required.
- Secure and analyze facts, and to exercise sound judgment.
- General construction repair methods, proper utilization of tools, material and equipment.
- Provide leadership to appear before the public and deal courteously but firmly in explaining enforcing the policies, programs, rules and regulations.
- Express ideas clearly and effectively orally and in writing.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

City Manager:

Employee:

Human Resources Administrator:
