



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

CITY OF PARKVILLE JOB DESCRIPTION Parks and Recreation Director

Title: Parks and Recreation Director

Department: Parks

Supervisor: City Administrator

FLSA Status: Exempt

Pay Range: \$68,882 - \$84,675

Schedule: 8:00 a.m. – 5:00 p.m., Monday - Friday, evening meetings and other hours as needed

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

Overview: The city of Parkville has multiple parks and site responsibilities within the city. Parks include:

English Landing Park, Platte Landing Park, Parkville Nature Sanctuary, Sullivan Nature Sanctuary, Neighborhood Parks (Adams Park, Pocket Park, and Watkins Park), and associated dog parks and trails.

General statement of main duties: The Parks and Recreation Director will:

- Manage, direct, coordinate, and have oversight of Parks, Recreation and Special Events.
 - Lead and mentor team of full-time, part-time, and volunteer staff.
 - Coordinate various recreation programs, passive and active, and special events, including outside organizations, such as:
 - Community Sports Organizations as well as the General Public.
 - Main Street Parkville Association,
 - Park Hill School District,
 - Park University
 - Facilitate use of all City athletic resources with community sports organizations.
 - Vision/action to create vibrant spaces out of underused areas with parks and open spaces, such as landscaping city facility(ies), and trail head/entry signage.
- Serve as liaison to advisory board: Community Land and Recreation Board (CLARB).
- Provide highly-responsible and complex administrative support to the City Administrator.
- Manage the Department Budget.
- Provide staff support to City Board of Aldermen, Commissions and Committees.

Minimum Qualifications:

- Knowledge of modern principles of park planning and design, and modern principles and methods for developing and implementing recreation, social, and leisure activities for children and adults.
- Familiarity with Federal, State, County, and City laws, codes, policies, regulations, and guidelines affecting recreation programs and activities, including Missouri Department of Natural Resources, Missouri Department of Conservation, Missouri Corps of Engineers, and Mid-America Regional Council.
- Know and have applied the principles of human resource management, supervision, training, and performance evaluation.
- Promote the principles of facility supervision, facilitation, and maintenance.
- Technology skillset related to Microsoft Office and familiarity with registration management software for sports leagues, recreational facilities, and volunteer-based organizations

Education and Experience:

The position requires an accredited Bachelor's degree in parks and recreation, public administration or a related field and 5 years of senior executive management experience in a similar size or larger setting. Related degrees in Forestry, Biology or equivalent will be considered. Preference given, but not required, for a Certified Park and Recreation Professional and/or an accredited Master's degree. The Director must maintain a valid driver's license.

Essential Job Duties and Responsibilities (In addition to General Statement of Main Duties above):

1. Assume full management responsibility for Parks and Recreation Department services and activities including operations and maintenance (previously under the Public Works Director)
 - a. co-lead w/Public Works Director, construction and engineering of parks and associated sites. (as needed)
2. Serve as a resource to other city departments for parks and recreation expertise. (weekly)
3. Provide cross departmental support during emergencies and special events. (as needed)
4. Plan, direct and coordinate Park Department goals and improvement projects (daily);
5. Explain, justify and preserve Parks and Recreation Department programs, policies, and activities to the City Administrator, Mayor, Board of Aldermen, and general public; negotiate and resolve sensitive and controversial issues. (monthly)
6. Provide staff assistance to the City Administrator; prepare and present staff reports and other necessary correspondence for the Board of Aldermen and committee meeting packets. (weekly)
7. Represent the Parks and Recreation Department to outside agencies/organizations such as Parkville Main Street, Platte County, Missouri Department of Conservation (MDC), Missouri Department of Natural Resources (MoDNR), and the Mid-America Regional Council (MARC). (as needed)
8. Assess and monitor the City's parks related infrastructure to recommend the adequate level of maintenance, both for existing infrastructure and new developments. (quarterly)
9. Monitor/manage condition of ornamental and turf surfaces, pest management, and wetlands management (as needed)
10. Promptly respond to and resolve difficult and sensitive citizen inquiries and complaints. (as needed)
11. Oversee department related grant, contract and project administration for Parks projects, as well as make applications to related agencies.

12. Participate in disaster planning and mitigation including flood control and health department epidemic control activities. (as needed)
13. Supervise the Parks Superintendent (1), Nature Sanctuary Director (1), Parks Laborers (2), seasonal staff (2-5), and Parks Project Manager (0.5). (daily)
14. Performs other related duties as assigned by State Statute, City ordinance, the Municipal Code or by City Administrator. (as needed)

Required Knowledge, Skills and Abilities:

- Operational characteristics, services and activities of a comprehensive parks, recreation, trails and nature sanctuary program(s).
- Demonstrates the experience, maturity and ability to work effectively with the community, intergovernmental relations and interact with other jurisdictions and agencies with an emphasis on customer service.
- Management skills to analyze programs, policies and operational needs.
- Knowledge of construction and maintenance techniques for long-term utilization of parks grounds.
- Understand principles of supervision, training and performance evaluations.
- Pertinent Federal, State and local laws, codes and regulations.
- Follow all safety rules and regulations of the department to which assigned.
- Knowledge of modern office procedures, including skill in the use of office equipment and technology.
- Strong communication skills. Ability to produce and verbally present grammatically correct and factual written reports, records, and correspondence.
- Ability to perform with evolving priorities and to effectively communicate changing needs and timelines.

Work Environment and Equipment Utilized: Standard office equipment and Microsoft Office software, automated park utilization reservation form is utilized routinely in the job, and the work is mostly performed in a typical office environment with numerous park site location visits. Director must be able to work in various outdoor climate conditions as needed to perform on-site direction and/or inspections.

Employee Signature/Date

Matthew Chapman Signature/Date
Finance/HR Director

Alexa Barton Signature/Date
City Administrator