

## **TOWN OF LEDGEVIEW JOB DESCRIPTION PARK & RECREATION DIRECTORY**

Position Title: Park & Recreation Director  
Reports to: Town Administrator  
Employment Classification: Full-Time

Department: Parks, Recreation & Forestry  
FLSA Category: Exempt  
Pay Type: Salary

**Date:** May 2019

### **POSITION SUMMARY**

To plan, direct, manage, and oversee the activities and operations of the Parks, Recreation and Forestry Department; develops plans, goals, objectives and action steps for the Department; advises and supports the Town Administrator on matters pertaining to departmental functions; contributes to overall Town management as a member of the Town's Executive Leadership Team in the consideration of general Town policies, programs, and concerns, and performs related work as required including the oversight of Parks, Recreation and Forestry Department employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
- Establish, within Town policy and budget, appropriate service level needs; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Provide staff assistance to the Town Board; prepare and present staff reports and other necessary correspondence; attend Town Board and other meetings as required.
- Prepare and review Board and subcommittee meeting agendas, agenda packets and minutes.
- Plan, direct, and coordinate the Parks, Recreation and Forestry department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Recruit, select, train, motivate, and evaluate assigned personnel; provide or coordinate personnel training; work with employees/volunteers to correct deficiencies; implement performance coaching, discipline and termination procedures when necessary and within policy.
- Participate in the development and administration of department budgets; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Represent the Town to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Respond to and resolve citizen inquiries and complaints.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Assists with the preparation of the annual department operating budget and capital improvement plan for recommendation to the Park, Recreation and Forestry Committee and Town Board. Directs expenditures of department funds according to the approved budget.
- Researches and manages opportunities for grants, donations and other fund-raising opportunities to help support department programs and facilities.
- Prepares specifications for park buildings, materials, equipment, supplies, and services. Prepares requests for proposals and hires contractors. Inspects contracted work for approval.
- Evaluates existing parks regarding type, usage, age and safety of facilities and equipment and makes recommendations to the Park Commission and Town Board regarding the acquisition and development of park lands, facilities, and equipment.
- Coordinates the development and implementation of short- and long-range plans for the Town's parks, programs and facilities.
- Reviews and updates all policies, procedures, ordinances and fees related to Parks, Recreation and Forestry.
- Oversees park shelter rentals and special events on park properties.
- Prepares and implements an annual park maintenance schedule and maintains a record of these operations. Directs the operation and maintenance of all park land, park and recreation facilities and other Town owned land.
- Assists department staff in performing the necessary maintenance of all park land, park and recreation facilities, and other Town owned land when needed. Maintenance includes, but is not limited to, mowing and trimming grass, fertilizing and pesticide application, painting and maintaining park facilities, installing and repairing park equipment, etc.
- Monitors and directs staff to assure that department goals are achieved; recruits and selects employees; assigns, supervises and evaluates work; disciplines according to established policies; establishes staff goals; schedules work; provides and/or arranges for training.
- Develops and maintains an inventory for all public trees, develops and implements the urban forestry management plan.
- Develops and implements urban forestry educational programming for the public.
- Attends monthly meetings of the Park Commission and Town Board. Provides a monthly written report to the Town Board.
- Works effectively with various community organizations to coordinate facilities use, special events and planning.
- Prepares department materials for the Town newsletter and Town website.
- Engages in public relations functions for the department including preparation of press releases, brochures, signs or other media.
- Participates in professional organizations, attends conferences, workshops and seminars and maintains current knowledge of developments within the profession.

## **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

### *Knowledge of*

- Rules, regulations, policies, and procedures pertaining to the operation and management of park lands, recreational programs and facilities.
- Methods, techniques, and requirements for the maintenance and upkeep of buildings, facilities, grounds, and equipment.
- Urban forestry management and operations including when, where and how to plant, prune, remove and evaluate urban trees and shrubs.
- Grant writing.

- Municipal budget and budget management process.
- Use and application of fertilizers and other lawn chemicals.
- Skill in operating and maintaining park, lawn and forestry equipment safely.
- Basic accounting and ability to use a computer and software applicable to the position including Microsoft Office Suite.

*Ability to*

- Hire, train and supervise employees.
- Work independently with a minimum of supervision.
- Follow safety procedures.
- Establish and maintain effective working relationships and communicate with employees, Town officials, vendors, contractors and the general public.
- Develop and maintain effective partnerships with the public, community agencies, service organizations and schools.
- Organize, evaluate and present information effectively, both orally and in writing.
- Effectively operate a computer, tablets PCs and Arc GIS Online Software.

**REQUIRED EXPERIENCE, EDUCATION AND TRAINING**

- Requires a bachelor's degree in urban forestry, park and recreation management or a related field and a minimum of three years of progressively responsible professional administrative and supervisory experience in park system management, urban forestry and/or recreational programming
- Valid Wisconsin Driver's License.
- Certified Parks and Recreation Professional is highly desirable.

**PHYSICAL DEMANDS**

Some duties require employee to work under extreme weather conditions and environmental conditions of work site; be exposed to hazardous work environments; to work outdoors as well as in an office.

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*The Town of Ledgeview is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Town reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.*