

LOWER MAKEFIELD TOWNSHIP

JOB TITLE: DIRECTOR OF PARKS AND RECREATION
FULL TIME, YEAR-ROUND

DEPARTMENT: PARKS AND RECREATION

SUPERVISOR: KURT FERGUSON, TOWNSHIP MANAGER

POSITION SUMMARY:

The Director provides the overall administration and evaluation of a comprehensive park management program including park reservations, programs, the pool, the community center, outdoor recreation facilities and special events. The Director plans, staffs and monitors for optimum efficiency and cost-effective operations that enhance facilities and services to the public.

The Director oversees operations pertaining to parks, open space, recreation, buildings, and structures to in accordance with the Township Master Plan and the Parks and Recreation Master and Strategic Plan. Work extends to include promoting and supporting varied recreation and athletic activities suited to the needs of the Township.

This employee functions with wide autonomy under the administrative direction of the Township Manager and within the framework of policies established by the Board of Supervisors. The Director assumes executive responsibility for all the recreation, parks and conservation functions, and for the maintenance of a high level of recreation service.

It is imperative that this employee enlists the confidence and support of the residents in the Township by his/her ability to provide a wholesome recreation program for area patrons. The work is subject to review through reports, conferences, observation of results, and appraisal of acceptance and popularity of programs. Work is performed during regularly scheduled hours and may involve additional hours as needed. Attendance at evening meetings is required.

ESSENTIAL FUNCTIONS:

1. Provides leadership and support for department staff.
2. Works to retain highly competent staff through training and day-to-day management practices.
3. Helps recruit and recommend for selection the employment of department personnel.
4. Manages Parks and Recreation personnel to include promotion, discipline, demotion, termination, performance monitoring and evaluation, coaching for performance improvement and development.

5. Maintains personnel records, such as work schedules and time off requests as well as all other appropriate personnel documentation within the confines of all union agreements and Township personnel policies.
6. Organizes and supervises an efficient administration of the department's programs and maintains complete and accurate records of department activities, services and property.
7. Recommends Parks & Recreation Ordinances and Regulations and enforcement of same as necessary.
8. Prepares and issues regular and special reports for use by Township staff, Board of Supervisors and other community officials.
9. Establishes, reviews, and coordinates programs and procedures so that department services are maximized and delivered at a reasonable cost.
10. Coordinates with other recreation programs in the Township including the School District and with independent athletic, environmental and conservation organizations in the Township.
11. Supervises or coordinates municipal efforts in the area of open space, conservation, and beautification.
12. Establishes and maintains working relationships with other local community agencies-- governmental, voluntary, and private, and with state, regional, and national agencies concerned with recreation, parks, conservation, and related fields.
13. Helps coordinate and supervise the acquisition, planning, and design of recreation, open space, and park facilities.
14. **Manages all marketing and community outreach about the department programs, events, environment, maintenance promoting the positive outcomes from leisure process.**
15. Helps prepare and recommend adoption of long-range and immediate plans, in cooperation with the Township Manager and/or the advice of the Parks & Recreation Board to meet Township needs for adequate recreation and open space facilities, programs and personnel.
16. Works in conjunction with the Township Engineer, and/or private contractors on all buildings, grounds or facilities improvements and on any other capital improvement projects as directed by the Township Manager.
17. Responds to inquiries and complaints from the public related to Parks and Recreation facilities and programs.
18. Attends civic club meetings, churches, schools and other community organizations to explain activities and functions of the Parks & Recreation Department and to establish effective public relations.
19. Directs, controls and accounts for the expenditure of department programming funds in accordance with budget appropriations and supervises the keeping of complete financial records for the department programs.

20. Prepares and justifies budget estimates, work programs and supporting data concerning recreation and parks functions for submission to the Township Manager and Board of Supervisors.
21. Prepares short and long-term project and program recommendations for the annual and capital budgets.
22. Recommends establishment of necessary fees and charges for various department services and supervises their use.
23. Seeks assistance and potential aid from County and State agencies in the form of grants or aid for programs and activities.
24. Attends Board of Supervisors meetings, Parks & Recreation Board meetings, departmental staff meetings and other meetings as required.
25. Attends pertinent training and development programs.

REQUIRED SKILLS

1. Applied knowledge of methods and techniques of park and recreation management required
2. Demonstrated management skills, including communication (verbal and written), visioning, problem solving, strategic planning, prioritizing, delegating and the ability to analyze diverse facts, and develop clear concise reports/recommendations
3. Ability to lead professional and technical staff, building teamwork and recognizing staff contributions
4. Capability to develop and maintain positive working relationships with Township staff, elected/appointed officials and the general public
5. Must possess significant knowledge of general management, and supervisory principles and practices, and display sound judgment and leadership skills.
6. Thorough knowledge of Township programs, operations and general knowledge of facilities and equipment required.
7. Ability to perform statistics and analytics.
8. Ability to research, plan, implement, problem solve, evaluate and report activities and programs.

QUALIFICATIONS:

- Minimum Bachelor's Degree in Sports Management, Recreation Management or related field, Master's Degree is preferred.
- 15 years' work experience, 5 years upper management experience
- Proficient in Microsoft Word, Excel and Outlook.
- Certified Parks and Recreation Executive