

City of Elkins, West Virginia

Assistant Director of Parks

Job Description

Under limited supervision, assists in planning and supervising the operations and activities of the Parks and Recreation Department for the City of Elkins. Work involves developing and promoting recreation opportunities for the public, enforcing policies and procedures, supervising event management and the maintenance of facilities and grounds. Performs related professional, supervisory, technical and administrative work as required. Reports to the Parks and Recreation Director. FLSA Exempt.

DUTIES

ESSENTIAL FUNCTIONS OF THE JOB:

Assists in planning, supervising and evaluating the operations and administration of the Parks and Recreation Department.

Coordinates operation, safety, and maintenance of all assigned parks and facilities, enforces park ordinances, and performs routine inspection of facilities at assigned parks.

Supervises and directs the work of assigned staff including hiring, training, and evaluating their performance.

Works with staff and volunteers on improvement projects at assigned parks and facilities including project development, recruitment, training, assigning, and monitoring volunteers.

Plans, organizes and supervises recreation programs for citizens of all ages and abilities.

Performs duties of the Director as necessary in the Director's absence.

Assists in the development of the parks department and capital improvement budgets.

Oversees construction projects at assigned parks and facilities.

Assists in development of operational procedures, guidelines, rules, and regulations for the parks and facilities.

Performs other related duties as required.

EQUIPMENT OPERATED:

Duties are performed throughout the park in both outdoor and office settings.

Operates standard office equipment to include personal computer, calculator, copy machine, and telephone.

Drives City vehicle to park sites and other City facilities.

Operates grounds maintenance equipment such as riding mowers, farm tractors, weed eaters, push mowers, dump trucks, trucks, stump grinders, chain saws, and shop equipment.

Trains staff in the safe operation of all equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of principles and practices of park management and operations; safety and liability management as it pertains to parks and related facilities; and principles of providing effective customer service.

Skill in supervising, directing, counseling, training, and planning effective utilization of staff at multiple locations.

Ability to work in a team environment and establish effective working relationships with staff members, other employees, other City departments, outside agencies, and the public.

Ability to analyze operational problem areas and to make improvements.

Ability to present ideas and recommendations clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in parks, recreational, and leisure services or related field, or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above. Must possess a valid West Virginia driver's license.

PHYSICAL REQUIREMENTS:

Must be physically able to operate machinery and park maintenance equipment. Position involves walking, reaching, bending and lifting and is in excess of sedentary work. Must be able to lift and /or carry weights of up to one hundred pounds.

Must also pass post-offer drug testing, criminal background and credit history checks and other appropriate testing and requirements as required.