

CITY OF LINWOOD

JOB SPECIFICATION

PARK DIRECTOR

DEFINITION:

Under direction, plans, organizes, coordinates, and manages all functions and activities relating to the management, operation, development, protection, and utilization of City parks; does related works as required.

NOTE:

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Coordinates park(s) planning activities with various groups.

Schedules the use of park facilities for sports organizations and acts a liaison between the sports organizations, Recreation Board, and City Council.

Evaluates field conditions and determines if playable due to weather or other circumstances.

Supervises the activities involved in the operation of recreational areas for public use under the direct supervision of the Board of Recreation.

Plans, organizes, and manages annual special events including but not limited to the Memorial Day Parade ceremony/celebration and Essay Contest, Fall Festival/Halloween Event, the Easter Egg Hunt/Passover Event, Citizen of the Year, and the Hanukkah/Christmas Tree Lighting. May have direct responsibility for some programs and events.

Assists in maintaining Board of Recreation website and Facebook page to keep up to date City events and schedules, and promote upcoming events.

Manage field/facility usage fees collected and suggest how to reinvest to achieve the City's short/long term maintenance goals and specific capital improvements with the Planning/Development/Engineering Subcommittee.

Formulates budgetary and administrative plans for parks and events and submits requests for same to City Council for review and approval.

Oversees financial activities of the Board of Recreation of City spending including to budgets, projections, reimbursements and all spending. Provides reports to the Board of Recreation detailing financial activity.

Develops, analyzes, evaluates and recommends policies, programs and objectives for the resource management of the park(s) to which assigned.

Directs the enforcement of laws and regulations covering the use and protection of properties and facilities with the park(s).

Prepares clear, sound, accurate and informative reports on park(s) and recreational matters containing finding, conclusions, and recommendations to the Recreation Board and City Council.

Directs the enforcement of laws and regulations covering the use and protection of properties and facilities with the park(s).

Develops, coordinates, and plans fundraising initiatives for the parks.

Attends Recreation Board meetings.

Assists Recreation Board and Sports Organizations with the mandatory background checks for all volunteers.

Performs other duties as assigned.

REQUIREMENTS:

EDUCATION:

Possession of a Bachelor's degree from an accredited college or university with minor course of study in park planning and management preferred.

EXPERIENCE:

One year of park(s) management experience of the planning and utilization of recreational fields.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the measures and techniques used in protecting a park and its facilities.

Knowledge of the effects and impact of the public's use of the park's facilities on the preservation of the park's natural resources.

Knowledge of effective supervisory and management principles and techniques.

Ability to administer public recreation areas in accordance with park rules and regulations concerning their use.

Ability to assign, instruct, supervise and evaluate the work of others and provide them with necessary instruction, guidance, advice and training.

Ability to develop and maintain appropriate work programs, procedures and schedules.

Ability to work harmoniously with associates, subordinates and the general public.

Ability to prepare clear, sound, accurate and informative reports containing findings, conclusions, and recommendations.

Ability to complete safety inspections of equipment, vehicles, buildings, and playgrounds in addition to areas as required.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communications.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.