

PUBLIC NOTICE

The City of Shelbyville is accepting applications for the full-time position of Parks & Recreation Director. This position is under the direction of the City Manager. Directions are usually general and independent judgment is needed to complete tasks. The purpose of this position is to perform functions involving all aspects of planning, supervision, development, management, and day-to-day operations of the Shelbyville Parks & Recreation Department.

The ideal candidate is desired to have a minimum of five (5) years of responsible full-time supervisory and management experience in Parks and Recreation and a bachelor's degree in Parks and Recreation Administration, Turf Management, or related field.

This is a full-time salaried exempt position with a salary range of \$72,900 - \$85,000, depending on experience and qualifications. The City currently provides the following for full-time employees: 100% City paid individual medical, dental & vision insurance benefits. Long-term disability insurance, City paid life insurance, various paid leaves such as vacation, personal, sick, bereavement and holidays as well as City contributions to 401(k).

Applications and a copy of the complete job description may be picked up at City Hall during normal business hours or download from the City website: www.shelbyvilletn.org. Application/job description must be returned to City Hall Administration Office, 201 N. Spring Street, or emailed to stacey.claxton@shelbyvilletn.org and will be accepted until position is filled.

The City of Shelbyville is an equal opportunity employer and a drug free workplace. Successful Applicants required to pass background check, physical and drug screen.

Stacey Claxton, Human Resources

**CITY OF SHELBYVILLE, TENNESSEE
PARKS & RECREATION DIRECTOR**

DEFINITION:

The Parks & Recreation Director is under the direct administrative supervision of the City Manager. Directions are usually general and independent judgment is needed to complete tasks.

The purpose of this job is to perform functions involving all aspects of planning, supervision, development, management and day-to-day operations of the Shelbyville Parks and Recreation Department, whether owned or leased by the City of Shelbyville for the benefit of the citizens of our community.

The Director exercises strategic and visionary thinking that has long-term organizing and community-wide application and impact. This position leads the team in providing essential resources to the community members and visitors, facilitating play and recreation, engagement, providing access to nature, hosting diverse programs, improving health and wellness, and creating welcoming public spaces for the community.

The Parks & Recreation Director has a passion for people, parks, recreation, arts, and is deeply committed to articulating and promoting the value of services offered through the City of Shelbyville's Parks & Recreation Department. The Director will bring a proven track record of implementing, building, maintaining, and expanding facilities, services, and programs to meet the needs of the community.

BENEFITS:

This is an exempt position with a salary range of \$72,900-\$85,000. The City currently provides the following for full-time employees: 100% City paid individual medical, dental & vision insurance benefits. Long-term disability insurance, City paid life insurance, various paid leaves such as vacation, personal, sick, bereavement and holidays as well as City contributions to the 401(k).

EQUIPMENT/JOB LOCATION:

- The employee operates a motor vehicle as well as a multi-line telephone system with voice mail, calculators, computers, copy machines and other modern office equipment.
- The employee works both indoors in an office environment in the Recreation Center and outdoors monitoring programs, facilities, maintenance,-activities, construction projects and performing inspections. Some tasks will be performed regardless of weather conditions.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Physical activities include climbing, stooping, standing, walking, pushing, pulling, lifting, reaching, handling, grasping, and repetitive motions.
- The employee may be required to lift objects weighing more than 25 pounds.
- This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally.
- Also includes the necessity to communicate by talking, hearing/listening.

- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus, for operation of machines and equipment, to determine accuracy and thoroughness of work, and observation of general surroundings.

ESSENTIAL FUNCTIONS OF THE JOB:

Essential and other important responsibilities and duties may include, but are not limited to the following:

1. Supervises and is responsible for the operations of the Department.
2. Direct and manage the operations and programs of the Recreation Center.
3. Works closely with staff in the formulation of Departmental policies and procedures.
4. Plans, develops, conducts, and supervises Departmental training programs.
5. Develops and conducts various methods of determining community needs including working with focus groups, advisory boards, outside resources.
6. Provide effective leadership, direction, and vision in the comprehensive development of the Department's overall plan of programs and services. Directs the professional staff in the delivery of these programs and services.
7. Develops and maintains open and effective communications with all professional staff members and other administrative personnel to ensure proper coordination and communication of Departmental tasks programming, and activities.
8. Develops operating procedures, programs, and revenue opportunities.
9. Formulates rules, policies and procedures for the overall operation and management of the department and ensures said rules, policies and procedures are posted and enforced by all department personnel.
10. Develops a comprehensive maintenance program for all parks, greenways, and recreational facilities within the department.
11. Works with staff in the development of a comprehensive operations and capital budget and assists in the preparation of the annual operating and capital Department budget.
12. Develops specifications for purchasing equipment and supplies.
13. Develops liaisons with other local government executives, officials, and the public.
14. Reviews and evaluates the overall operation of the Department.
15. Develops and implements the Department's goals and objectives.
16. Prepares and administers grants, solicits outside funding sources, and creates innovative methods for revenue production.
17. Maintains adequate reports and records.
18. Safely operates a motor vehicle for the purpose of conducting official duties for the City of Shelbyville, which duties may include transporting other City employees.
19. The employee will be required to perform any other tasks as may be required to accomplish the essential functions of the position as set out herein.
20. Managing and directing the parks, playgrounds, ball fields, buildings and equipment operated and maintained by the Shelbyville Parks and Recreation Department.
21. Works with all Department personnel in developing short and long-range plans for a comprehensive program delivery system for the citizens of Shelbyville.
22. Networks with citizens and other outside agencies in the development of Departmental programs and facilities.
23. Works closely with agencies, firms, and contractors in project development.
24. Independent professional judgment and decision making are required in the development and management of departmental tasks and programs.
25. Any other tasks as may be required to accomplish the essential functions of the position as set out herein.

EXAMPLES OF ESSENTIAL DUTIES:

1. Prepares and delivers speeches to interested groups, appears on radio and television, and performs other community relations work on behalf of the Parks and Recreation Department.
2. Deals with citizens' complaints and effectively determines proper course of action.
3. Reviews and approves purchase requests, employee leave requests, and work orders.
4. Prepares plans and specifications for repair and construction of facilities.
5. Oversees and monitors construction projects as assigned.
6. Attends Parks and Recreation Board meetings and City Council meetings.

REQUIRED KNOWLEDGE AND ABILITIES:

1. Broad knowledge of the principles, practices, concepts and commonly used methodology of parks and recreation administration.
2. Ability to plan, implement, and supervise all phases of a comprehensive park and recreation department.
3. Ability to develop and implement assessments of city-wide parks and recreation programs and activities.
4. Knowledge of or the ability to learn about occupational hazards and the ability to follow safety precautions.
5. Considerable knowledge in the design and development of parks and recreation facilities and their related programs.
6. Ability to establish and maintain effective, harmonious, cooperative, and productive working relationships with employees and the public.
7. Extensive knowledge of community resources.
8. Ability to coordinate, delegate and negotiate.
9. Ability to maintain confidentiality, integrity, and honesty.
10. Ability to exercise good judgment in evaluating situations and making decisions.
11. Skill in public speaking and the ability to express ideas clearly, concisely, and convincingly.
12. Ability to make sound financial and budgetary decisions.
13. Knowledge of and ability to follow City policies and regulations.
14. Excellent human relations skills with the ability to communicate courteously and effectively, both orally and in writing, with the public, elected officials, department heads and other employees of the City.
15. Possess a working knowledge of personal computers and various software programs.
16. Ability to concentrate and accomplish tasks despite interruptions.
17. Ability to perform a variety of tasks simultaneously or in rapid succession.
18. Ability to work a flexible work schedule with overtime, weekend, and holiday work required.
19. Ability to perform the duties of the job for an entire workday.
20. Ability to report for work on time and perform the job responsibilities in a timely manner and meet scheduled deadlines.

QUALIFICATIONS:

- Graduation from an accredited college or university with a Bachelor's degree in Parks and Recreation Administration, Turf Management, or related field is desired.
- A minimum of five years of responsible full-time supervisory and management experience in Parks and Recreation is desired.
- Or may have a combination of the following:
 1. Minimum education requirement is graduation from high school, and

2. Minimum experience required is five years of responsible full-time supervisory and management experience in Parks and Recreation or related field, and
 3. A combination of certifications which may include Certifications by the Tennessee Recreation and Parks Association, National Parks & Recreation Association, National Playground Safety Inspector Certification or equivalent, Swimming Pool Operator or equivalent certification, and other parks and recreation related certifications, and
 4. A combination of attendance at management or supervisory development classes, seminars, and other educational sessions
- Must possess a driver’s license valid in the state of Tennessee with the ability to safely operate a motor vehicle.
 - Must submit to and pass a pre-employment background check, drug and alcohol screen, MVR check.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Parks and Recreation Director describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined with or without accommodation?

Yes _____ No _____

Signature

Date