

CITY OF HELENA



Position Title: Parks, Recreation and Open Lands Director

Department: Parks and Recreation **Division:** Administration

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The work performed by this position involves the leadership, coordination and oversight of the Helena Parks, Recreation and Open Lands (PRO) Department. The position is responsible to plan, direct, manage, and oversee the programs, activities and operations of the Department including Open Lands Management, Parks Maintenance, Recreation and Aquatics, Urban Forestry, Helena Civic Center, and Bill Roberts Golf Course to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex support to the City Manager.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Department Management and Administration

This position will assume full management responsibility for all PRO Department services, programs, operations and activities including, Parks Maintenance, Recreation and Aquatics, Urban Forestry, Helena Civic Center, Open Lands and the Bill Roberts Golf Course. The incumbent will oversee the development of the recreation and aquatic programs and the planning, design, development, and operation of parks, boulevards, recreational and cultural facilities, playgrounds, golf course and related City owned properties.

The position will lead open lands management programs that include wildfire prevention, mitigation and protection; urban and community forestry; and a host of innovative city open space sustainability programs. The incumbent works to ensure the city's open space parks, trees and related natural resources are conserved and continue to provide enjoyment for the community into the future.

The position manages and directs programs, services and maintenance of recreational and community facilities including the Helena Civic Center, parks, gardens, playgrounds and equipment, swimming pool, outdoor skating rinks, tennis courts, ball fields, paths and trails and natural open lands.

The incumbent directs the acquisition, planning, design, construction, improvement, and maintenance of all areas and facilities that are the responsibility of the Department.

The incumbent will manage the development and implementation of PRO Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; and allocate resources accordingly.

The position will oversee the planning, promotion, coordination, development and scheduling of entertainment and community events for the Civic Center; ensure the accessibility of the Civic Center to the public; and ensure promotion and usage of the Civic Center is maximized for theatrical and community events.

The position will continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of changes.

Personnel Management

This position will be responsible to ensure that PRO Department personnel are selected, trained, motivated, and evaluated. The position will also provide or coordinate staff training; coach employees to correct deficiencies; implement discipline and termination procedures; and develop staff development programs.

The incumbent will plan, direct, and coordinate, through subordinate level managers, the Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; and review and evaluate work methods and procedures.

Internal and External Public Relations

The position will represent the Department to other City departments, elected officials, and outside agencies; explain and interpret PRO Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

The incumbent will coordinate Department activities with those of other City departments and outside agencies and organizations; provide staff assistance to the City Manager and City Commission; and prepare and present staff reports and other necessary correspondence. The position will participate on a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations affecting the work of the Department.

The position work with citizen and other public groups to bring about coordinated, effective use of the City's parks, the Civic Center, and recreational facilities; negotiate terms and conditions; prepare agreements for groups' use of City-owned facilities; administer all department agreements and contracts.

The position will participate in public information campaigns; prepare and present speeches; draft and edit pamphlets and news articles for radio and television. The incumbent will also be responsible to respond to and resolve difficult and sensitive inquiries and complaints.

The incumbent will assume responsibility to various local State and local boards and agencies for the City's open lands, parks and recreation programs. The position will serve as City staff representative to the City-County Parks Board, Helena Open Lands Management Advisory Committee (HOLMAC), Civic Center Board, and Golf Advisory Board; serve as technical advisor to these groups and submit regular reports pertaining to their scope of work; compile and interpret data for reports and memoranda.

Fiscal Management

This position will manage and participate in the development and administration of the PRO Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary. The position will also be required to ensure that the Department appropriately applies for and administers grants received for parks and recreation projects.

Safety Administration

The position is responsible to abide by the City of Helena and department/division work practices established for specific job assignment and occupations. Furthermore, the position is required to ensure that all employees within the department are following all City safety standards and protocol.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Strategies in mitigating risk with open lands and wildland urban interface management.
- Operational characteristics, services, and activities of a comprehensive parks and recreation program.

- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Modern and complex principles and practices of program development and administration.
- Modern principles, practices, and techniques of parks and recreation administration, organization, and operation.
- Facilities and equipment required in a municipal parks and recreation program.
- Principles and practices of landscape architecture, horticulture and general construction.
- Technical, legal, financial, and public relations issues involved in the conduct of municipal parks and recreation programs.
- Occupational hazards and standard safety practices necessary in the area of park services and maintenance.
- Advanced principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.

Skill or ability to:

- Provide administrative and professional leadership and direction for the Parks and Recreation Department.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient parks and recreation services.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel; delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Identify and respond to community, City Manager, and City Commissioners' issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Design and prepare landscape and construction plans for parks and recreation related facilities.
- Prepare clear and concise administrative and financial reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands:

Ability to work in a standard office environment using computer equipment, with ability to travel to different sites and locations and lift 50 pounds. May at times be exposed to outdoor environment including hot and cold temperatures and noise.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Resolves and reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires training equivalent to a Bachelor's degree from an accredited college or university with major course work in parks administration, horticulture, landscape architecture, recreation administration, public administration or a related field. A Master's degree in a related area is preferred but

not required. The position requires six years of progressively responsible parks and recreation program experience including four years of management and supervisory experience. Experience in open lands and wildland urban interface oversight is desired.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

Supervised by the City Manager

Supervision Exercised:

Exercises direct supervision over management, supervisory, professional, technical and clerical staff. Responsible for all employees of the department.

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
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