



Job Title:	Parks and Recreation Director	Salary Range:	\$44,608 – \$50,491 Annually DOQ; FLSA Exempt
Recruitment Dates:	July 28, 2010 through August 24, 2010, 2:00 pm.		

The Town of Gila Bend is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administration needs of a town.

- General Purpose – Professionally Leads, Manages, and Advances the Parks and Recreation Department, performing key administrative and field management duties relative to the Parks and Recreation Department, including but not limited to parks maintenance and operation, parks capital improvements, and the development and deployment of multiple recreation programs and activities.
 - Work involves coordination of diversified community enrichment programs in recreation through the development and use of appropriate facilities, equipment, and trained personnel.
 - The Parks and Recreation Director exercises considerable independence in carrying out policy decisions and departmental goals under general direction of the Town Manager.
 - Entails working weekends and evenings on a periodic basis in support of the departmental programs and needs. Requires the ability to work a flexible schedule.
 - Oversees operations and personnel (including consultants) of the Parks and Recreation Department. Primarily responsible for planning, organizing, directing and evaluating the current and long-range activities of the Parks and Recreation Department. Coordinates work assignments, manages office processes and procedures, etc.
 - Recommends short and long range goals, policies, and procedures, and regulations covering the operational efficiency/productivity and associated improvements for the department.
 - Researches and files applications for grant funding and alternative sources of revenue to support the department.
 - Assists the Town Manager in monitoring and evaluating the efficiency and effectiveness of department service delivery methods and procedures; assesses work load, administrative and support systems and internal reporting relationships; identifies opportunities for productivity



- improvements and recommends appropriate service and staffing levels; implements improvements approved by the Town Manager.
- Recommends, develops, and administers department policy and procedure. Undertakes various special projects; conducts research, prepares staff reports and presents findings to upper management and Town Council.
 - Assists the Town Manager in managing the development and administration of the Parks and Recreation annual operating budget; recommends priority dispersal of additional funds needed for staffing, equipment, materials, goods and services; monitors and approves expenditures; directs and implements budget adjustments as approved by the Town Manager.
 - Supports the Town's policies, goals and objectives and works with management and other staff to achieve such goals. Demonstrates excellent interpersonal skills. Demonstrates excellent customer service. Works cooperatively with other governmental officials and the public.
 - Plans, directs, inspects, and oversees swimming pool operation, parks and recreation buildings, fields, and related facilities.
 - Performs other duties as assigned.

Minimum Qualifications

Bachelors Degree or higher in parks management, recreation management, business management, public administration, or a related field; Minimum 3 years of management experience; Must have at least 3 years experience in direction of organized recreational activities and in parks operation and maintenance; Must be willing to work in the office and the field. Professional membership with NRPA and/or APRA required within the first 6 months of hire; Must possess a valid Arizona driver's license.

Skills required: Knowledge and ability to implement the following:

- Principles and practices of public administration with special reference to departmental personnel and budget administration;
- Administrative characteristics, services and activities of a Parks and Recreation Department;
- Federal, State, County and City laws, codes and ordinances relating to public works;
- Principles of budget preparation and expenditure control.
- Knowledge of supervision, training and administration.
- Ability to represent the Department before a variety of groups and organizations.
- Ability to interpret and enforce provisions of applicable codes, ordinances, and regulations within the City's jurisdiction.
- Ability to establish and maintain cooperative working relationships.
- Microsoft Office (Word, Excel, Powerpoint, Outlook, Internet Explorer, etc.)
- Safe Work Practices
- Use of Town Vehicles and Parks and Recreation Equipment and Machinery

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job may be substituted for evaluation at the discretion of town management.



Performance Aptitudes

Physical Ability: Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 50 pounds and less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

Benefits

All applicants must pass a pre-employment drug and alcohol screening and background check. All applicants must pass a 6 month probationary period. Benefits to start approximately 30 days after hire date.

- Full time positions (minimum 40 hours per week) accrue vacation leave per year as follows:
 - Months 0 to 23 - 10 days of vacation leave per year (6.67 hours/per month)
 - Months 24 to 60 - 15 days of vacation leave per year (10 hours/month)
 - Months 60+ - 20 days of vacation leave per year (13.34 hours/month)
- Full time positions (minimum 40 hours per week) accrue 96 hours of sick leave per year.
- Full time positions (minimum 40 hours per week) and authorized part time positions (minimum 30 hours per week) accrue 10 paid holidays and one floating holiday per year. Holidays include New Year's Day, President's Day, Independence Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day, Memorial Day, Labor Day, Christmas Day, Christmas Eve Day, One Floating Holiday of the employee's choice.
- Positions with a minimum of 30 hours per week are eligible for medical, dental, and vision benefits.
- Paid employee life insurance, AD&D, short and long-term disability benefits for full time positions (minimum 40 hours per week).
- Retirement Benefits for full time positions (minimum 40 hours per week).



Application Procedure

Please submit the following by mail, e-mail, or fax. :

- (1) Resume (with Work History for the past 10 years),
- (2) Cover Letter,
- (3) Three (3) Work Related References

Questions should be directed to Beverly Turner, Town Clerk.

By Fax

Beverly Turner
Town of Gila Bend

928-683-6430

By Mail

Beverly Turner
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