



JOB OPENING CITY OF KNOX

POSITION AVAILABLE: DIRECTOR OF PARKS & RECREATION

DEPARTMENT: PARKS DEPARTMENT

WORK SCHEDULE: (FULL-TIME) 40 HRS WKLY/2080 YRLY

ANNUAL SALARY RANGE: \$42,000-\$50,000

Directs the City recreation program and park system. Responsible for the administration, development and direction of a park and recreation program for all groups, and age and interest levels within the City, and developing and maintaining a park system and the necessary physical facilities to make park programs effective. Work is performed under the general supervision of the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties as assigned)

- Plans and directs recreational activities in short/long term range planning, marketing, sponsorship, and program development;
- Supervise the operation and maintenance of parks and facilities and their programs;
- Recommends the acquisition of and directs the development of park and playground areas, and of appropriate structures and facilities so as to better serve the interest of the community;
- Schedules, allocates and supervises the work of his subordinates;
- Coordinates administrative and maintenance tasks for recreation programs;
- Assists with payroll tasks, filing and activities;
- Develops and assists with the budget for the department;
- Prepares or directs the preparation of periodic special reports and grants;
- Assures compliance with Departmental and City recreation standards. Includes assisting staff as needed to meet compliance requirements.
- Interprets the Park and Recreation programs through press releases, speeches, presentations and radio addresses, representation on interagency councils and committees, and contact with community agencies and groups, both public and private.

EDUCATION and/or EXPERIENCE: Master's degree (M.A.) or equivalent; or 4-10 years related experience and/or training; or equivalent combination of education and experience. A Certified Leisure Profession (CLP) from the National Recreation Park Association (NRPA).

OTHER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of all phases of community recreational activities and their administration; knowledge of the principles and methods of park and playground planning and development; ability to develop and execute a well-rounded program of recreational activities; abilities to research available grant programs; ability to cooperate with and interpret recreation philosophies to City authorities, public and private groups and agencies, and general public; ability to establish effective working relationships with subordinate supervisors, employees, and the public. Must possess and maintain a valid Indiana Driver's License. Must have an acceptable driving record.

Applications may be picked up at the Mayor's Office at the Knox City Hall, Monday-Friday 8:00 a.m. – 4:00 p.m. Applications may be dropped off at the Mayor's Office or mailed to 101 W. Washington St., Knox, Indiana 46534. This position will remain open until filled. The City of Knox is an Equal Opportunity Employer.