



DIRECTOR OF WAHPETON PARKS & RECREATION JOB DESCRIPTION

CLASSIFICATION

TITLE	REPORTS TO	PAY TYPE
Director of Parks & Recreation	Wahpeton Park Board	Full-Time Exempt \$82,000 - \$95,000 DOE

OVERVIEW

The Wahpeton Park Board is seeking a dynamic and experienced leader to serve as its Director of Parks and Recreation. This position provides executive leadership and strategic direction for the municipal Parks & Recreation Department, overseeing the planning, development, operation, and maintenance of the parks, recreational facilities, and programs. The Director is responsible for department administration, personnel management, budgeting, long-range planning, community partnerships, risk management, and ensuring the delivery of high-quality recreational opportunities that enhance the quality of life for residents and visitors.

DUTIES/RESPONSIBILITIES

Develops and implements short-term and long-term plans for park facilities, recreation programs, and department operations.

Oversees the maintenance, operation, and evaluation of parks, zoo, recreational facilities, and programs through supervisory staff.

Collaborates with public agencies, community organizations, service clubs, schools, and special interest groups to enhance recreational opportunities.

Serves as a liaison to the Park Board, City Administration, and other governing bodies.

Develops, administers, and monitors the department's annual operating and capital budgets; recommends fees and oversees fiscal management.

Identifies and pursues grant opportunities, sponsorships, donations, and other fundraising initiatives to support parks and recreation programs.

Promotes and markets department programs, facilities, and special events through community outreach and public relations.

Recruits, interviews, hires, supervises, develops, and evaluates full-time department staff.

Serves as the department spokesperson and primary media representative.

Serves as Area Director for Special Olympics programs as assigned.

Serves as the (1) Safety Committee Chair, (2) ND Workforce Safety (WSI) Claims Coordinator and (3) ND WSI Safety Coordinator to implement safety and risk management programs. Provide employees with appropriate safety information and measures for risk avoidance.

Attends Park Board meetings and prepares reports, recommendations, and presentations as requested.

Performs other related duties assigned by the Park Board.

KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of municipal parks and recreation management and operations.
Considerable knowledge of community needs and resources pertaining to parks and recreation.
Ability to communicate effectively, including verbally, in writing and technical.
Ability to establish and maintain effective working relationships with personnel, organizations and the public.
Ability to coordinate, analyze and utilize reports and records.
Preferred professional certification of the National Recreation and Parks Association.

REQUIRED EDUCATION & EXPERIENCE

Bachelor's degree from an accredited college or university with major coursework in Parks and Recreation, Recreation Administration, Public Administration, Business Administration, or a closely related field.

Five or more years of progressively responsible experience in parks and recreation management, including supervisory and budgetary responsibilities, or an equivalent combination of education and experience that demonstrates the required knowledge, skills, and abilities.

PHYSICAL REQUIREMENTS

Work is performed in both office and outdoor environments. Requires occasional lifting, walking over uneven terrain, attendance at evening and weekend meetings or events, and travel to department facilities and community functions.

LICENSES AND CERTIFICATIONS

- Valid driver's license.
- Ability to obtain and maintain certifications required by the position.

APPLICATION PROCESS

Application found online at www.wahpetonparks.com.

To apply, review the job posting, complete the application, and submit your resume to brittney@wahpetonparks.com. Qualified applicants will be contacted for interviews.

