

# Parks Manager

## Position Description



### Status

Full-Time, Exempt

### Compensation

C42

### Bargaining Unit

Non-Bargaining

### Reports to

Executive Director of Services

### Supervises

Parks Staff

### Position Category

Manager

### Summary

The Parks Manager is responsible for managing, planning and overseeing the Parks, Recreation and Tourism Department activities and staff including but not limited to the day-to-day operations, customer service, project development and over-site, budget/financial and other administrative functions of the service areas. The Parks Manager works closely with Parks Advisory Board and Tourist Council Board.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Inspects parks, recreational areas, buildings and equipment to identify potential operations, safety and maintenance concerns; Schedules improvements and maintenance of parks and recreational areas.
2. Assigns and schedules tasks for Park Maintenance staff and Park Rangers. Ensures that Maintenance and Rangers have the tools and resources needed to effectively and safely complete their tasks.
3. Monitors daily operations of park office and park facilities to evaluate efficiency, effectiveness and overall cost of service area procedures and activities; Identifies opportunities for improvement in these areas to better meet department goals.
4. Coordinates department inventory and maintains records pertaining to insurance and funds for replacing equipment, park amenities and resources.
5. Participates in the development, planning, design and implementation of parks operational, grant and Capital Improvement Projects; Makes recommendations on projects to the Parks Advisory Board, Administration and Board of Commissioners.

6. Develops, implements and manages budget and financial management for the Parks, Recreation and Tourism Department.
7. Prepares and oversees grant proposals and applications; Administers all grants through completion of project
8. Prepares, attends and facilitates Tourist Council and Parks Advisory Board meetings; helps establish short and long term goals, strategic plans and objectives for Parks and Tourism service areas
9. Develops and oversees public relations, promotional materials and social media initiatives to enhance community awareness of Allegan County's parks and tourism:
10. Remains abreast of community interests; Responds to citizen requests, inquiries and complaints regarding the County's parks, recreation, and tourism; Observes and communicates with park users to determine what is being utilized in the park as well as what is wanted/needed in the park

### **Competencies**

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Organizational Values
- Goal/Results Oriented
- Communication
- Attention to Detail
- Adaptability
- IT Application
- Leadership & Influence
- Management
- Planning & Organizing
- Decision Making & Judgement
- Analysis & Problem Solving

### **Supervisory Responsibility**

This position manages all employees of the Parks program and is responsible for the performance management of the employees within that department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. This job also occasionally operates out in the field, walking through outdoor parks and recreational areas.

### **Physical Demands**

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about

the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**Travel**

Frequent travel is required to access County buildings, parks and recreation areas.

**Required Education and Experience**

1. Bachelor's degree in recreation, parks or tourism administration/services or related field.
2. Three (3) years of progressively responsible experience in parks and recreation management, departmental planning and financial management.
3. Three (3) years of supervisory and management experience.
4. Valid Michigan Driver's License

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_Date\_\_\_\_\_