



## City of Powell Position Description

**Position Title:** Parks and Recreation Manager  
**FLSA Status:** Exempt  
**Reports to:** Director of Public Service  
**Employment Type:** Full-time

**Pay Grade:** E  
**Service Type:** Unclassified  
**Revision Date:** July 2021

---

### **Nature of Work – General Description:**

This is a responsible, professional supervisory and administrative position assisting the Director of Public Service in planning, organizing and directing all activities of the Parks & Recreation Division. Responsible for administration of recreation programming for all ages, community-wide special events, parks/ground and management of division staff. Prepares and administers division operating budgets.

### **Essential Functions of Work:**

*(May not include all duties performed)*

- Prepares and submits regular budget requests; provides information in support of budget needs; administers the division's approved budget, including the authorizing of expenditures.
- Develops and implements a comprehensive recreation program, including events management; ensures that programs are carried out effectively, efficiently and safely; responsible for continued program development; handles related scheduling issues; ensures smooth operation and communication between parties; negotiates various contracts.
- Directs the Recreation Coordinator in coordination of all activities of the Parks & Recreation Division.
- Directs and coordinates all activities pertaining to Events Management.
- Supervises a staff of recreation program instructors and leaders as well as community volunteers as needed; establishes and enforces City of Powell personnel guidelines; recommends the appointment and dismissal of recreation staff.
- Schedules community use of parks and recreation facilities.
- Advises and assists in the enforcement of the City of Powell parks rules and regulations.
- Monitors equipment, facilities, materials and supply needs.
- Oversees, implements, facilitates and conducts staff training sessions.
- Prepares and submits regular reports.
- Attends and participates in public functions for the purpose of promoting parks and recreation; maintains ongoing communication with neighboring public and private agencies and entities in order to develop new and expand existing partnerships.
- Works closely with all City departments on events and park and recreation related issues.
- Promotes and maintains responsive community relations; responds to inquiries of the City Manager and City Council; attends City Council and staff meetings as directed; meets with local businesses, civic organizations and community groups to determine recreational needs and desires.
- Attends meetings, seminars and conferences of professional associations and county, regional and state organizations in order to keep abreast of trends and developments in the field.
- Follows safe working practices and procedures.
- Performs related work as required or as assigned.

### **Knowledge, Skills, and Abilities:**

- Knowledge of federal, state and local laws/regulations and standards relating to recreational programming.
- Ability to communicate effectively.
- Considerable knowledge of standard office procedure and practices and the use and maintaining of reports, records, and files.
- Considerable knowledge of the operation and care of standard office equipment, machines and the office computer. Knowledge of specific software programs.
- Accurate typing skills and ability to proofread work.
- Knowledge of municipal government, procedures, rules, and regulations.
- Ability to establish and maintain effective working relationships with other employees and the general public, and to effectively and discreetly convey information.
- Ability to communicate with the public tactfully and courteously.
- Ability to attend work in a consistent, dependable and prompt manner.

**Minimum Qualifications:**

- a. **Education.** Graduation with a Bachelor's Degree in public recreation, public administration, leisure studies, recreation administration, sports management or other related field.
- b. **Experience.** Considerable progressively responsible experience in recreation program development and management, and/or public administration.
- c. **Licensure or Certification Requirements.** Certified Parks & Recreation Professional (CPRP) preferred; willingness to obtain and maintain this credential. Possession of or ability to obtain and retain CPR and First Aid certifications.
- d. **Other.** Valid driver's license, State of Ohio; ability/willingness to obtain Ohio Commercial Driver's license; ability to be insured by City's insurance and provide own mode of transportation.

**Working Environment and Conditions:**

- Regularly, exerting up to 40 pounds of force to lift, carry, push, pulling or otherwise move objects. Occasionally, exerting over 40 pounds.
- Sitting most of the time, but also involves walking or standing for periods of time.
- Availability to regularly attend evening meetings as scheduled. Ability to drive at night.
- Availability to work evenings, weekends and holidays as needed.