

**CITY OF SILVER BAY  
POSITION DESCRIPTION**

**PARKS AND RECREATION DIRECTOR**

Primary Function: To provide vision, oversight, inspections, and maintenance of City parks, recreation areas, recreation facilities, recreation programs, Rukavina Arena, Black Beach Municipal Campground, and the Silver Bay Marina. Supervises, directs, schedules, trains, and evaluates all Parks and Recreation Department personnel to insure efficient and safe working practices. Responsible for developing and maintaining departmental budget, receipts, expenses, reports, and all other data related to the department for proper accounting procedures.

Source of Supervision: City Administrator

Supervision Exercised: Parks and Recreation Manager, Marina Manager, and all seasonal part-time marina, arena, campground, and park and recreation employees.

Working Procedure

1. Oversees for the efficient daily operation, inspections, scheduling, and maintenance of all Silver Bay Recreation areas, Recreation facilities, Recreation programs, Rukavina Arena, Black Beach Municipal Campground, and the Silver Bay Marina.
2. Supervises, trains, evaluates, schedules, directs, and assigns work to Park and Recreation Department employees. Participates in actions such as interviewing, hiring, rewarding, disciplining, and approving of time off as necessary for Parks and Recreation personnel.
3. Supervises and schedules use of arena, marina, campground, parks, ballfields, playgrounds, tennis courts, Recreation buildings, and Recreation equipment.
4. Acts as Tournament Director for special events by supervising and scheduling all Recreation activities and events, including but not limited to referees, umpires, concession stand workers, skate sharpening workers, clock judge, goal judges, etc.;
5. Oversees all major and minor maintenance and servicing of tractors, lawn mowers, weed whips, portable toilets, bleachers, ballfield drags, picnic tables, park benches, tennis court facilities, and other parks and recreation equipment and facilities.
6. Responsible for development and maintaining of the annual Parks and Recreation, Marina, and Campground Budget.
7. Responsible for purchasing operating supplies and equipment for arena, marina, campground, and all Parks and Recreation programs and facilities following proper procurement procedures.
8. Responsible for issuing Recreation equipment and maintaining program inventories.
9. Present Recreation programs, departmental projects, best operating practices, fees, and all other procedural or financial information to the Parks and Recreation Board. Attends monthly Parks and Recreation Board Meetings.

10. Oversees all auditable records for Marina, Arena, Campground, and Parks and Recreation departmental sales receipts, expenditures, and project costs.
11. Operate and maintain ice resurfacer, refrigeration system, gas unit heater, hot water tanks, rink boards, rink glass, and all other equipment or systems relating to the ice and facility maintenance of the Rukavina Arena.
12. Responsible for the daily, weekly, and monthly safety testing relating to carbon monoxide, nitrogen dioxide, fire extinguisher, ladders, and all other tests required by the City, State, or OSHA.
13. Responsible for the removal of snow from sidewalks and entrances at Rukavina Arena, Outdoor ice rink, Silver Bay Recreation Building, Senior Citizens Workshop, and Marina.
14. Performs other related duties as necessary or assigned at the Parks, Recreation, Marina, Campground, and Arena facilities.

Minimum Qualifications:

1. Must have graduated from high school or have GED equivalent.
2. Must have at least two (2) years of post-secondary education.
3. Must have at least one (1) year administrative and supervisory experience.
4. One (1) year of experience using word processing programs such as Microsoft Excel and Word.
5. Valid Minnesota Class D Drivers License
6. Considerable ability to communicate effectively with elected officials, Park and Recreation Board members, city staff, and the general public.

Desirable Qualifications:

1. Post Secondary Education in Parks and Recreation Administration, Sports Management, or related field.
2. Knowledge of boats, boating activities, nautical terminology.
3. Knowledge of arena facility maintenances, grounds keeping, and equipment mechanics.
4. Knowledge of recreation programs, Local/State/US rules and regulations, and other sport associations.
5. Knowledge of campground maintenance and operations.
6. Considerable ability to train, supervise and schedule staff.

Tools and Equipment: Vehicles, maintenance tools, lawn mowers, weed whippers, fuel pumps, suction pumps, ice resurfacer, snow blower, shovel, bubblers, pressure washer, computers, cash register, calculator, garden tractors, sports equipment, ball field drags, chain saws, etc.

Materials: Various reports and forms, sand, gravel, ice, water, sod, lubricants, chemicals, fuel, paint, etc.

### 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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to use hands to handle, feel, or operate objects or vehicles, reach with hands and arms, walk, sit, and talk or hear. Specific vision abilities include distant and close vision, color vision, and the ability to adjust focus. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift weights up to 100 pounds.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works both indoors and outdoors in all weather conditions, occasionally works near moving parts, works on ice, and works in crowded public areas.

### Selection Guidelines

Formal application, rating of education and experience, oral interview, and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Council Approval Date: 05-06-19

Revision History: \_\_\_\_\_