

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Parks	DEPARTMENT NUMBER	430
REPORTS TO (TITLE)	City Administrator	JOB FAMILY	Parks and Recreation
PAY GRADE	12	DATE OF LAST REVIEW	November 2023

NATURE OF WORK
<p>The fifth level of the Parks series directs all phases of City parks, recreation, public properties departments and city-owned Cemeteries; direct personnel and coordinate all departmental activities. Assist the Parks Advisory Board and Ottumwa Cemetery Advisory Board in setting goals and objectives for the department; help establish and monitor an annual budget for the department; implement and maintain various schedules and capital improvement plans, including park planning, assess the community's recreational needs and make recommendations to satisfy those needs; establish and maintain a favorable public image of the department, and City in general. This position shall be held responsible for the proper and efficient enforcement of all relevant state laws and city ordinances.</p> <p>Under the leadership of the City Administrator, this position exercises independent judgment and works with minimal supervision on the City of Ottumwa the Beach, Cemetery, Parks and Facilities Maintenance functions. Might seek guidance from City Administrator, when needed.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Assumes full responsibility for all department services and activities including parks, parks maintenance, park development, and recreation including the campground and The Beach Ottumwa.
2.	Plans and directs the design and development of new facilities and programs; recommends improvements to existing facilities and programs. Oversees the operation and maintenance programs for the City parks, The Beach Ottumwa, and public properties.
3.	Selects, trains, motivates, and directs assigned staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
4.	Makes recommendations to Parks Advisory Board and Ottumwa Cemetery Advisory Board for establishment of department goals, policies, fees, and objectives.
5.	Develops and administers division budgets; monitors revenue and cost throughout the fiscal year, approves expenditures and reviews financial reports.
6.	Coordinates department activities and represents the department with other departments and outside organizations.
7.	Oversees the maintenance of City Hall.
8.	Supervises City service contracts relating to department (tree service)

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

N/A

SUPERVISORY RESPONSIBILITIES

Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline etc. of regular, part-time and contract employees. Makes hiring, termination, and disciplinary decisions.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in Business, Leisure Studies, or Recreation Management or related field

AND

Two (2) years related experience or equivalent combination of education and experience.

AND

Must have an advanced knowledge of several types of park and recreational activities and facilities and water recreation activities and facilities.

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

Master's degree is preferred

LICENSING / SPECIAL REQUIREMENTS

Certified Pool Operator

- Required within 6 months of appointment

Certified Parks and Recreation Professional

- Required within 12 months of appointment

Certified Playground Safety Inspector

- Required within 12 months of appointment

Valid driver's license

SKILL / ABILITIES REQUIREMENTS

- Management skills
- Budgeting skills
- Communication skills
- Report writing
- Public speaking skills
- Project management skills
- Ability to establish and maintain effective working relationships with associates, subordinates, and the public.
- Ability to instruct new personnel in proper work techniques.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction;
- Analytical decision making – considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Complex problem solving – identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, handling, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Inadequate lighting
- Work space restricts movement
- Intense Noise
- Travel
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

CLASSIFICATION HISTORY

DATE	COMMENT
August 2023	Draft prepared by KG
November 2023	Updated per PDQ by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

--	--

Date	Signature
------	-----------

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.