

THE CITY OF SHEPHERDSVILLE IS NOW TAKING APPLICATIONS FOR A PARKS AND RECREATION ADMINISTRATOR (FSLA: Exempt)

Job Description: Manage, direct, supervise, develop and coordinate various recreation programs and special events for the Community including the maintenance of parks and related facilities; plan, direct, hire and supervise the work of full- and part-time staff; manage the Department Budget; provide staff support to City Administration and Committees; Develop a relationship between the school board and the County organization to coordinate athletic resources to community sports organizations; develop and coordinate assigned activities with other City Departments, outside organizations, and the general public; provide highly-responsible and complex administrative support to the City Clerk.

Job Duties: Important responsibilities and duties may include, but are not limited to, the following:

- Assume management responsibility for all services and activities of the Parks and Recreation Department.
- Assume management responsibility for the maintenance of all parks and related facilities.
- Participate in the negotiation, development, planning, design and implementation of related City Capital Improvement Projects as well as capital improvements to existing facilities.
- Continuously monitor and evaluate the efficiency and effectiveness of Department methods, procedures, and programs; assess and monitor workload; identify and implement opportunities for improvement; review with City Clerk where appropriate.
- Work with the City, County, and School District for needed athletic resources for community sports organizations; supervise operations of all City athletic facilities.
- Provide staff support to the City's Sports Advisory Committee.
- Develop and administer grant program to improve the Cities athletic facilities and events.
- Prepare a variety of complex analytical and statistical reports and presentations.
- Coordinate Departmental activities with City sports organizations and other City and county departments.
- Respond to and resolve sensitive and difficult public inquiries and complaints.
- Develop, negotiate, and supervise City's Ball Field Maintenance contract, monitor contract for compliance.
- Supervise, promote, implement, and evaluate various recreational programs for children and adults including the annual Bullitt Blast, Shin Dig in the park, non-profit walks, adult softball and basketball tournaments, summer sports camp programs, and specialized one-day sports events and programs.
- Develop, prepare, and administer Department budget, including preparing cost estimates and justifications for budget recommendations, researching, and recommending Capital Improvement Projects, and monitoring and controlling expenditures.
- Develop and implement Department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; make revision recommendations as needed.
- Oversee Recreation Department Customer Relations Program.
- Maintain close contact with school officials and community groups regarding program offerings and coordination of services.
- Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity, including flyers, brochures, news releases, etc.

- Create review and approve manuals, reports, flyers, press releases, etc.,
- Prepare, present, and maintain records and evaluation reports on new and on-going program offerings.
- Recruit, select, train, motivate, schedule, supervise, and evaluate full-time, part-time, and volunteer staff; provide staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Perform related duties as assigned.

Knowledge of: Modern principles of park planning and design.

Modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults.

Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.

Principles of human resource management, supervision, training, and performance evaluation.

Recreational, social, and cultural needs of the community.

Good computer skills.

Experience and Training: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Five years of increasingly responsible experience in the administration of recreational programming and social and cultural programs and services, including three years of management and supervisory experience.

Experience in park facilities planning and design, as well as developing, planning, implementing, and facilitating sports programs is required.

Preferred qualifications are a bachelor's degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field is required.

Licenses:

Possession of a valid Kentucky Driver's License and an acceptable driving record.

CPR and First Aid certificates.

Work Environment

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.

Hours of operation: Will vary depending upon the events in the City of Shepherdsville, which could include weekends.

Beginning Pay Rate of \$55,000 - Maximum Pay Rate of \$69,000.

Benefits Offered: Medical, Dental, Vision, Kentucky Public Pension, 401K.

Applications can be obtained at City Hall located at 634 Conestoga Parkway Shepherdsville, Kentucky 40165.

Applications will be accepted until 12:00PM Friday, June 28th, 2024.