

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE:     PARKS AND RECREATION DIRECTOR**  
**DEPARTMENT:    PARKS AND RECREATION**  
**REPORTS TO:     CITY MANAGER**

**JOB CODE: 4120**  
**DATE: 03/11**

**JOB SUMMARY:**

Performs highly responsible administrative and supervisory work involved with the development and management of a diversified city parks and recreation department; manages the day-to-day direction of the operations of the department which includes oversight of all recreation programs, park and recreation facility maintenance, cemeteries and the golf course

**ESSENTIAL JOB FUNCTIONS:**

Performs management work in accordance with city policies, procedures, and applicable laws, including interviewing, hiring, training, appraising performance, rewarding and disciplining employees, and planning, assigning, and directing work.

Establishes and implements short-term and annual goals and objectives; prepares three to five year strategic plans.

Prepares and presents agenda items to the City Council.

Develops, recommends, and implements the operating budget for the department annually; monitors and administers the approved budget; approves expenditures and purchase requisitions.

Confers with the City Manager on key issues and progress toward objectives; to gain support or approval; makes recommendations to assist management in making needed decisions and improvements.

Receives and investigates complaints and inquiries by citizens and outside agencies; responds to complaints and inquiries, and takes action to resolve them.

Plans and coordinates the Capital Improvement Plan for all parks, cemeteries and the golf course.

Coordinates and manages departmental needs for services and collaboration with other city departments, including but not limited to General Services, Police, Finance, Personnel, and Human Services.

Monitors, reviews, and communicates the implementation phases of the department's long-range goals and objectives to ensure completion of strategic plans.

Plans, allocates, and monitors time, people, equipment, and other resources for the city to ensure efficient organization and completion of work.

Develops, communicates, and monitors policies, procedures, and standards for staff and volunteers.

Performs special assignments, including researching and preparing reports and projects, developing and implementing programs, and presenting information to management, elected officials, and others.

Writes and administers local, state, and federal grants; coordinates fundraising activities for special events and projects; carries out management responsibilities with the department's scholarship program.

Conducts regular staff meetings to review progress, accomplishments, program plans, and departmental strategies.

Schedules, programs, and rents community centers, parks, and swimming pools.

Represents the city at various functions such as making speeches at civic and business associations; meets with influential persons within the community, including officials, citizens, and representatives of the

press to establish goodwill and resolve and respond to issues.

Maintains professional development through training programs, certification updates, and other management training.

Supervises the preparation of agendas and minutes for the Recreation and Park Advisory Committee; prepares related reports.

Develops and implements the public relations program for the department.

Serves on City boards and committees as assigned.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Automobile  
Cell Phone

Computer  
Recreation Equipment

Telephone  
City Trucks

General Office Equipment  
Specialized Computer Software

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Master's degree in recreation, leisure or a related field; and, five years or more years of progressively responsible experience; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Valid New Hampshire Driver's License Certified Park and Recreation Professional. Certification in First Aid and CPR

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of public administration.

Principles and practices of strategic planning.

Principles and practices of parks and recreation management.

Construction and development operations in recreation facility development and maintenance.

Municipal budgeting procedures and multi-funded financing operations.

Methods and techniques of research, statistical analysis, and report presentation.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Methods and techniques of program promotion and public relations.

Recruitment, training, and management of volunteer staff.

Applicable state, federal, and local laws, rules, and regulations.

**Skill in:**

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

Using tact, discretion, initiative, and independent judgment within established policies.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and volunteers, and providing for their training and professional development.

Developing and writing policies and procedures.

Analyzing and evaluating recreation programs and services.

Operating effectively with multiple deadlines and competing demands.

Computer usage and various Microsoft applications, as well as specific software related to recreation programs, scheduling, and publishing.

Communicating clearly and effectively, orally and in writing.

Establishing and maintaining effective working relationships with a variety of people.

Preparing clear and concise reports, correspondence, and other written materials.

**Mental and Physical Abilities to:**

Speak effectively before groups of employees.

Speak effectively before public groups and respond to questions.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Define problems, collect data, establish facts, draw valid conclusions, and implement solutions in a variety of situations where only limited standardization exists.

Perform duties while standing, sitting, or walking.

Frequently lift light and occasionally heavy objects.

**Working Conditions:**

The work is performed in an office, at recreational facilities, and outdoors. The incumbent may be exposed to cold or inclement weather, noise, dust, dirt, grease, contagious or infectious diseases, and irritating chemicals.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.