



**Position Title:** Parks & Recreation Director  
**Department:** Parks & Recreation  
**Accountable To:** City Administrator  
**Positions Supervised:** Recreation Coordinators, Parks Maintenance Supervisor & staff, Parks Maintenance Summer Seasonal & Ice Rink Workers, Program Instructors and Referees/Umpires/Officials, and Volunteer Coaches and Workers  
**Status:** Full-time, Exempt  
**Salary Grade:** Grade 11  
**Date:** February 2024

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## **PRIMARY OBJECTIVE OF POSITION**

To plan, organize, and administer a quality Parks and Recreation program that promotes community engagement, wellness, and pride by providing exceptional public recreation services and facilities.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Parks and Recreation Program Leadership:**

1. Oversee the development and implementation of flexible and inclusive recreational programs for all residents; including diverse social groups, races, ethnicities, age groups, and genders for a wide variety of abilities and interest levels within the community.
2. Direct communications and promotional activities to encourage resident support, interest, attendance, participation, and utilization of parks, recreation, and open space programs and facilities utilizing communication tools including but not limited to the City of Little Canada website, NineNorth cable access, the Le Petit Canadien newsletter, and social media.
3. Be accessible and respond to inquiries and concerns in a timely and tactful manner.
4. Collaborate with various public, private, non-profit, and civic groups and individuals to promote community-building activities and to ascertain desired or needed services. Examples of local organizations include, but are not limited to, the Little Canada Recreation Association (LCRA), City of Maplewood, City of Roseville, Independent School District #623, Maplewood Athletic Association, Rev Sports, and area scouting groups.
5. Serve as the City of Little Canada liaison to the Little Canada Recreation Association (LCRA) and attend meetings to keep them informed of department activities to assist with their goal of supplementing the parks and recreation needs of the community.

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6. Assist various civic clubs and organizations to help with proper coordination of community projects and special events, including but not limited to, Little Canada Recreation Association, Little Canada Canadian Days Committee, and area scouting groups.
7. Represent the City in metropolitan, state, and national organizations in parks and recreation matters where delegated and where the interests of the Little Canada community are involved. This includes but is not limited to the Minnesota Recreation and Park Association (MRPA) and the National Recreation and Park Association (NRPA).
8. Monitor the demand and usage of public facilities for City recreational purposes such as parks, shelters, the lower level of the Old Fire Hall, District 623 property, etc.
9. Manage ongoing safety protocols and reviews of parks property and facilities conditions and practices associated with parks and recreation and implement and/or recommend programs to reduce and prevent personal injuries and property damage.
10. Manage and provide oversight of the City of Little Canada tree inspection program.
11. Oversee parks and recreation programming operations including programs and events, establishing standards for programs, and monitoring revenues and expenditures.
12. Oversee all maintenance and operation activities for the Parks & Recreation Department.
13. Coordinate software needs for recreation activities, sports, programs, and facility reservations.

### **Supervision and Volunteer Coordination:**

1. Hires, trains, supervises, disciplines, and directs employees and volunteers under his/her control. Reviews and evaluates the performance of those departmental employees who report to him/her regularly.
2. Develop and maintain effective working relationships with employees, volunteers, community leaders, civic groups, city officials, and the general public.
3. Serves as staff liaison to the Parks & Recreation Commission during their scheduled meetings and is responsible for agenda preparation, in consultation with the Commission Chair, including the preparation of staff reports as required.

### **Strategic Planning:**

1. Within the guidelines of the City's Comprehensive Plan for Parks and Recreation and in consultation with the Parks & Recreation Commission, monitor and develop long-range plans for Parks and Recreation facilities to ensure the appropriate utilization of land, buildings, and other resources. Periodically review the Park & Recreation Master Plan and suggest revisions to the Parks and Recreation Commission.
2. Prepare and administer the annual operating budget and Capital Improvement Plan (CIP) budget for the Parks & Recreation Department. Budget preparation includes reviewing fees

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charged for programs of the Department to meet budget projections. The annual operating budget and CIP budget are to be reviewed by the City Administrator before submission to the Parks & Recreation Commission. The CIP budget shall be submitted to the Parks & Recreation Commission for review and approval before submission to the City Council.

3. Plans, directs, implements, and oversees parks and recreation capital improvement projects.
4. Ensures that the Parks & Recreation Department is responsive to changing conditions within the Parks & Recreation field and to the needs of Little Canada residents and visitors.

### **City of Little Canada Administrative Staff Member:**

1. Keep the City Administrator informed on any issues or developments that may affect the ongoing administration of the City.
2. Jointly plans and coordinates the maintenance of Parks and Recreation facilities with the Public Works Director to ensure attractive, safe, and functional surroundings efficiently and cost-effectively. It may also involve the supervision of personnel to address specialized needs.
3. Assists in the oversight and coordination of Parks & Recreation capital improvement projects.
4. Seeks grant funds and requests for contributions for Parks & Recreation activities in coordination with the City Administrator and in accordance with City policies.
5. Attends meetings, performs other duties, and assumes other responsibilities as delegated.

## **SUPERVISION OF OTHERS**

Has direct supervision over all full-time, part-time, and temporary personnel in park maintenance and recreation programming and activities.

## **PHYSICAL REQUIREMENTS**

Depending on the functional area of assignment, tasks involve the periodic performance of moderate physically demanding work, usually involving lifting, carrying (up to 30 pounds), pushing or pulling of moderately heavy objects and materials (up to 75 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or the use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods at a keyboard or workstation and extended periods of standing and/or walking.

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### **MINIMUM QUALIFICATIONS AND ABILITIES**

- Graduation from an accredited college or university with a four-year degree in parks and recreation management, public administration, business administration, or related fields; or a combination of 10 or more years of education, training, and experience that provides the necessary knowledge, skills, and abilities.
- Excellent communication skills, both oral and written, that reflect a high degree of tact, courtesy, and judgment in dealing with the public, elected officials, and co-workers.
- Knowledge of the principles and practices, philosophy, and objectives of public recreation, including a thorough understanding of activities that make up a community recreation program.
- At least two (2) years of supervisory experience involving interaction with the public in a customer service environment.
- Possess a valid Minnesota driver's license and usage of a registered vehicle.

### **DESIRED QUALIFICATIONS AND ABILITIES:**

- Five or more years of experience involving parks & recreation management and administration.
- Demonstrated ability to evaluate existing programs, recommend new programs, and promote current and future programs or services to the general public.
- Two years or more of experience in recruiting and/or coordinating volunteers associated with the delivery of a service or program
- Possession of a valid First Aid Certificate issued by an organization comparable to the American Red Cross.
- Certified Park & Recreation Professional (CPRP) or Certified Park & Recreation Executive (CPRE)
- Experience with the facilities and equipment needed in a comprehensive recreation program.
- Experience with word processing and spreadsheet applications.
- Ability to manage projects, coordinate timelines, and handle multiple priorities.
- Ability to work flexible hours including some nights and weekends.
- Ability to work independently.