

## ADA TOWNSHIP

### POSITION DESCRIPTION

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<b>Title:</b>	Parks & Recreation Director
<b>Department:</b>	Parks & Recreation
<b>Reports to:</b>	Township Manager
<b>Position(s) Supervised:</b>	Recreation Program Coordinator, Parks & Recreation Administrative Assistant, Seasonal staff, Volunteers
<b>Employment Status:</b>	Full-Time; Exempt

#### **BROAD STATEMENT OF RESPONSIBILITIES:**

Under the direction of the Township Manager, the Parks & Recreation Director is responsible for overseeing strategic and operational management and development of Ada Township parks and open space preserves, as well as related recreational programs and services, and stewardship activities. Coordinates Park facility reservation requirements with Township office staff.

#### **ESSENTIAL FUNCTIONS:**

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Facilitate Implementation, Review and Update as necessary of the Five-Year Ada Township Park, Recreation and Land Preservation Plan
2. Oversee parks and recreation operations including but not limited to facility and park management, use, access, infrastructure upgrades/improvements, programming, invasive species control, and all other parks stewardship-related functions
3. Serve as staff liaison to the Parks, Recreation & Land Preservation Advisory Board, and attend meetings of the Trail Committee, Township Board, and other Boards and Committees as needed
4. Provide strategic and operational leadership of the department, as well as serving as parks & recreation liaison with the Township Board of Trustees and the public
5. Prepare and monitor annual budget for Parks, Recreation and Land Preservation Funds and request budget amendments as needed and prepare Parks, Recreation and Land Preservation five-year capital improvement plan
6. Coordinate strategic planning for renovations, acquisition and/or expansion of parks and open space, and stewardship activities throughout Township
7. Coordinate development of recreational and educational programming in collaboration with local schools, neighboring communities, and providers of existing recreational programs in the township

8. Serve as liaison to the Downtown Development Authority, Ada Business Association, Ada Historical Society, community partners, service organizations and regional conservation groups for activities and events involving Ada Park property
9. Assist the township with planning for and execution of park's millages, including but not limited to analyzing and quantifying department needs, helping shape the proposal, responding to public inquiries, and otherwise collaborating with staff and the public to facilitate millage education
10. Hire, train, supervise, discipline, and termination of all department staff with oversight of the Township Manager
11. Manage department staff and assign tasks, responsibilities, and projects. Evaluate performance, resolve workload and technical issues, and assure goals are communicated clearly, and achieved
12. Coordinate with the Buildings, Facilities & Grounds Director to arrange for maintenance and repair of park facilities, equipment, and open space preserves
13. Create and publish Township Parks & Recreation information guides and activities calendar; provides public with appropriate notices regarding park activities, land preservation and stewardship activities, and special events through website and other forms of communication and social media
14. Manage and update website as needed for items related to Parks, Recreation and Land Preservation activities
15. All other duties as assigned

**BASIC KNOWLEDGE AND SKILLS:**

1. Effective administrative, managerial, organizational, and leadership skills
2. Understanding of/or hands on experience with millage planning, recreational programming and related software, invasive species management, ecological knowledge, horticultural history, and land management
3. Computer skills including Microsoft Office package, and parks & recreation digital tools
4. Forward-thinking, detail-oriented, creative, self-starter, able to work independently
5. Effective communication and writing skills
6. Strong interpersonal skills facilitating effective working relationships with public officials, consultants, contractors, staff, residents, and the public
7. Ability to make effective oral and written presentations to a variety of audiences
8. Ability to critically assess and respond to work-place challenges, problem-solve, and to otherwise work effectively under stress and within deadlines

9. Knowledge of governmental budgeting processes
10. Ability to meet deadlines, concentrate and pay close attention to details; also, ability to organize, prioritize, and work independently as well as schedule and produce work on a timely basis
11. Ability to attend meetings scheduled at times other than normal business hours, travel to other locations and respond to emergencies outside of business hours

**MINIMUM EDUCATION & BACKGROUND:**

- A minimum of five years' leadership experience with a parks & recreation department in either the private or public sector, and a passion for effective and collaborative leadership in this space. Leadership experience in related fields will also be considered
- Bachelor's degree in Parks & Recreation/Environmental Studies/Natural Resources/Public Administration or related fields. Master's degree preferred
- Valid State of Michigan driver's license

**MINIMUM ENVIRONMENTAL EXPECTATIONS:**

- While performing the duties of this job, the employee regularly works in an office setting
- While performing the duties of this job, the employee regularly works outdoors in all weather conditions and on all types of terrain

**MINIMUM PHYSICAL EXPECTATIONS:**

- Position requires keyboarding, telephone work and filing
- Physical activity that requires bending, stooping, reaching, climbing, kneeling and/or twisting. Also, activity that involves pushing and/or pulling over 50 lbs. and lifting objects weighing over 50 lbs. at or above waist level
- Position requires frequent visits to various township parks and other properties, with use of trails or pathways on foot, or the ability to operate motor vehicles
- Position requires the ability to operate machinery typically utilized in parks' maintenance

*The above is intended to describe the general content of and requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities, or requirements for the position.*

LAST UPDATE: 8/24/23