

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



POSITION TITLE	Parks and Recreation Director (2236)	SALARY RANGE:	\$37,975-64,879 (R)
DEPARTMENT	Parks and Recreation	FLSA/UNION STATUS:	Exempt/Nonunion
PERIOD TO APPLY:	3/16/2018-4/16/2018	POSITION STATUS:	Exempt/Full-Time
SUPERVISOR:	City Manager	LOCATION:	Parks and Recreation

GENERAL DESCRIPTION

Responsible for the overall planning, organizing, staffing, directing, implementing, reviewing and evaluating the activities of the Parks and Recreation Department. Oversees the development, management, and operation of parks and recreational facilities

SUPERVISION RECEIVED

Work is performed under the general managerial direction of the City Manager.

SUPERVISION EXERCISED

Provides general guidance and direction to departmental employees through subordinate division directors and supervisors. Provides close to general supervision to administrative support staff.

NATURE OF WORK

ESSENTIAL FUNCTIONS: *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

Serves as administrative advisor and liaison to city council, committees, and boards as needed to inform and apprise on parks and recreation issues; provides technical insight and recommendations related to determining parks and recreation policies, goals and objectives; receives directives, formulates implementation options and strategies, directs research, converts strategies to action plans with timetables and deadlines; evaluates recreation needs and formulates short- and long-range plans to meet needs in all areas of responsibility.

Participates in public meetings and hearings as needed to solicit public response and apprise of policy and project options; educates the public through media, reports, public meetings and presentations.

Plans, formulates, and implements short- and long-term goals for park and recreational activities.

Plans, organizes, coordinates, and assigns the work of subordinate staff; conducts performance evaluations; hires, trains, supervises subordinate staff.

Establishes and implements operating policies and procedures.

Reviews reports, budgets, goals, and policies proposed by staff.

Prepares, reviews, analyzes, and presents operating budgets; prepares capital improvement budget.

Oversees and directs review and evaluation of the department's overall operating effectiveness.

Meets with community and business groups to establish community partnerships; serves as liaison with other related City of SF Departments and/or Committees.

Develops grant applications and requests for proposals; prepares and reviews service contracts; administers and monitors the use of grant funds.

Supervises construction, repair, and maintenance of recreation/park areas, equipment, and facilities.

Plans, organizes, and supervises facility design.

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Oversees maintenance and repair work orders for recreation facilities and park areas.

Promotes and ensures proper employee training and compliance with City safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's Degree in parks, recreational, and leisure services or related field, preferably from a National Recreation and Parks Association accredited college or university; a master's degree in parks and recreation is preferred; and ten (10) years of experience in public parks and recreation, including two years in planning and administration; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above/below.

ADDITIONAL REQUIREMENTS

Certification through NRPA is preferred. Must possess and maintain a valid New Mexico Drivers' license and obtain a City driver's permit within three (3) months of hire.

Must submit to and pass background investigation.

Must submit to and pass a drug and alcohol screening prior to employment and periodically thereafter.

KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of administrative practices relating to parks and recreation.

Comprehensive knowledge of the philosophy and principles of public park and recreation services.

Thorough knowledge of local, state, and federal planning agencies and funding grants.

Ability to analyze operational problem areas and to make improvements.

Ability to present ideas and recommendations clearly and concisely, both orally and in writing.

Ability to establish and maintain working relationships with department heads, agency heads, and community groups.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Duties are performed primarily in an office setting. Operates standard office equipment to include personal computer, calculator, copy machine, and telephone.

Drives City vehicle to division sites and other city facilities.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment.

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The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.