

**VILLAGE OF ALLOUEZ
POSITION DESCRIPTION**

POSITION TITLE: Director of Parks, Recreation and Forestry **APPROVED:** Aug. 19, 2014

REPORTS TO: Administrator

JOB PURPOSE: Responsible for administration and supervision of all park, recreation, and forestry activities. Involved in planning, developing and maintaining parks, public lands, Community Center, recreational facilities and programs, and urban forestry program, building maintenance and special projects.

DUTIES & RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

Responsible for supervising, scheduling, training and disciplining employees.

Works with staff to make daily operational decisions and forecast long-rang planning needs to meet requirements of the department's 5 year plan and the Village's Comprehensive Plan.

May be required to report to work to serve customers during emergency conditions.

Supervises the operation of the community recreation program.

Responsible for park maintenance and development.

Responsible for all forestry activities.

Responsible for the planning, planting and maintenance of all Village landscaping.

Responsible for the maintenance requirements of all Village facilities.

Represents the department before government bodies and community organizations.

Responsible for obtaining federal and state grants.

Prepares departmental budgets, capital improvement plan, reports and maintains records.

Performs related work as required.

POSITION QUALIFICATIONS: A Bachelor Degree in Park and Recreation Administration or related field and a minimum of 3 years work experience are required. Familiar with public works projects and operations. Previous supervisory experience. Valid Wisconsin driver's license and good driving record.

An equivalent combination of education and experience may be considered.

DESIRABLE KNOWLEDGE AND ABILITIES: Thorough knowledge of the principles of tree planting and care. Knowledge of building trades, maintenance, management and practices. Knowledge of park management, recreational facilities and the principles, practices and material used in ground maintenance work. Knowledge of recreation program planning. Ability to plan and direct the work of others. Ability to establish and maintain effective working relationships with employees, Village officials and the general public; or any combination of qualifications, knowledge and abilities that yield the necessary qualities to perform the required job duties.

SUPERVISION/DECISION MAKING: Supervises more than 10 employees. Makes final recommendations regarding personnel matters. Decisions affect the operation of the entire Village. Receives administrative direction, sets own standards and works within overall policies, goals and budget limits with direct accountability for final results.

INTERACTION: Frequent inside and outside contacts other than with co-workers, immediate supervisor and residents. Contacts involve matters where judgment must be exercised to obtain approval where differences of opinions exist.