City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Parks and Recreation Director</th>
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<tr>
<td>Job Code:</td>
<td>DPAR</td>
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<tr>
<td>Pay Grade:</td>
<td>NU26</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
<td>April 2019</td>
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**General Summary:** This position is responsible for planning, promoting, organizing, and administering public Parks and Recreation service for the entire community, under policies established by public managing authority.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Directs, manages and supervises the operation of the Parks and Recreation Department.
- Develops policy guidelines and reviews department and division budgets.
- Directs, manages and develops comprehensive system of parks, golf courses, greenways, recreation facilities and long-range planning involving Parks and Recreation.
- Advises the Mayor, Council, and other Department Directors on all Parks and Recreation or related issues.
- Directs the preparation of agenda items for the City Council, and various committees and boards involved in parks and recreation activities; present agenda items as needed. Serve as the principal representative for the City on the Parks and Recreation Advisory Board.
- Represents the City on various negotiations with public and private entities involving Parks and Recreation related issues.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree from four-year college or university in Parks and Recreation administration or related field and five years related experience in comprehensive Park and Recreation program management. Master’s degree in Parks and Recreation administration or related field preferred.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Must be a Certified Park and Recreation Professional (CPRP) or ability to obtain within one year from date of hire.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals;
outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision.