City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Parks and Recreation Specialist</th>
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<tbody>
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<td>Job Code:</td>
<td>PARS</td>
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<td>Pay Grade:</td>
<td>NU17</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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<td>Date Created:</td>
<td>09/24/2020</td>
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**General Summary**: This position is responsible for coordinating, directing, and managing public special events, researching and developing grant applications for programs and equipment and coordinating facility use through rentals, leases or use agreements with sports organizations and community groups.

**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.*

- Recommends and assists in the implementation of goals and objectives and policies and procedures; researches and recommends new programs, activities, and special events for the Parks and Recreation Department.
- Works with outside groups to obtain Special Event Permits for events on public property.
- Works with City departments and other agencies in planning special events. Solicits funding from outside agencies and corporate sponsors for special programs and events.
- Participates in the recommendations, preparation and administration of the P&R budget.
- Develops, plans, organizes and schedules activities for City facilities.
- Develops, designs, and creates promotional and marketing materials; works closely with the media such as radio, TV, and newsprint to promote the P&R Department and related activities.
- Conducts searches for funds available to P&R to fund projects and equipment acquisition; prepares and submits grant application packets; administers grants in some cases. Work with City grant administrator (City Finance Department).
- Assists in grant development through working with independent contractors; identifies trends and opportunities; receives and evaluates proposals; develops contracts.
- Develops and maintains Lease Agreements and Use Agreements with local sports organizations and community groups for the use of City-owned recreation and sports facilities.
- Serves as department liaison with the groups under Lease Agreement and/or Use Agreement with the P&R department.
- Directs, coordinates, and evaluates assigned duties.
- Supervises staff and volunteers related to special events.
- Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.
- Interviews, hires and trains employees; plans, assigns and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems.
Qualifications:

Education and/or Experience:

Bachelor’s degree from Four-year college or university in Parks and Recreation or related field; or 6 years related experience and/or training in Parks and Recreation services implementation. Knowledge of the Land and Water Conservation Program required. Knowledge of grant application procedures and administration strongly preferred.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days 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; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. 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 talk or hear. The employee is occasionally required to stand; walk; sit’ 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 50 pounds.