City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Parks Division Manager</th>
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<tr>
<td>Job Code:</td>
<td>PKDM</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU23</td>
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<td>Date Revised:</td>
<td>2/10/2022</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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General Summary: This position is responsible for planning, directing and managing the personnel and resources of the Parks Division including the operation and maintenance of City park properties and facilities, urban forestry and City Cemetery.

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, prioritizes training, and evaluates employees engaged in activities of Parks and Cemetery Division;
- Develops and implements budget for Parks and Cemetery Division;
- Formulates, recommends and implements short and long-range goals and objectives for park system, including development of capital improvement projects and park system maintenance priorities;
- Develops and implements division policies and procedures; interprets ordinance and code changes to ensure that operations are in compliance with City regulations;
- Represents the department at community events, City Council meetings, various board meetings, and meetings with athletic associations, the local school district, business community, and neighborhood organizations;
- Identifies capital improvements and equipment needs and develops, implements, and oversees operational and maintenance projects;
- Resolves complaints and special problems associated with Park and Cemetery operations;
- Directs hiring and dismissals of Parks Division employees.

Qualifications:

Education and/or Experience:

Bachelor’s degree from four-year college or university in park management or related field. Four years related experience and/or training in supervision of park or grounds maintenance, and professional forestry and arboricultural principles and practices.

Certificates, Licenses, Registrations:

Must obtain and possess a valid driver’s license or ability to obtain within 30 days from date of hire. Must possess and maintain Certified Parks and Recreation Professional certification or ability to obtain within 6 months of date of hire. Certified Playground Safety Inspector certification recommended.

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; 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 regularly required to talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to use hands to finger, handle, or feel; climb or balance and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision and distance vision.