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## JOB DESCRIPTION: DIRECTOR – PARKS AND RECREATION

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**Primary Responsibility:** Under general direction of the County Manager, the Parks and Recreation Director; plans, manages and administers day to day operations of the Parks and Recreation Department and facilities. Provides general oversight and direction for all staff in the development, implementation, management and administration of recreation functions.

**Supervised by:** County Manager

**Supervises:** Assistant Parks and Recreation Director, Aquatics Specialist, Sports & Leagues Specialist, Assistant Coordinator – Web, Marketing and Administration, Office Assistants and Receptionists

### Main Job Duties:

- Develop, organize, implement, evaluate, and maintain recreation programs and facilities for usage, efficiency and responsiveness to community needs and desires. (24%)
- Prepare and administer the department budget including collecting, organizing, researching budget material and controlling expenditures. Bring critical budget issues to the County Manager for discussion. Present final budget to Board of County Commissioners in conjunction with the Finance Director for approval, including capital funding requests. Control expenditures of the annual budget appropriation. (15%)
- Supervises and the day-to-day administration functions of the Parks & Recreation Department including the daily/monthly/yearly financial functions such as vouchers, accounting and deposit spreadsheets, budget tracking, payroll, purchasing, deposits, financial reconciliation, collections and credits. (11%)
- Direct the operation and maintenance (including custodial) of the Parks and Recreation facilities, and resolve operational and technical issues. Work in conjunction with the Director – Public Works and Facilities when appropriate. (15%)
- Receive requests and complaints from the public concerning recreation issues, channel the requests to the appropriate staff, follow up on the corrective actions, and ensure replies to inquiries are given. (4%)
- Develop and implement goals, objectives, policies and priorities for all aspects of the Parks and Recreation Department; identify resource needs. (3%)
- Coordinate activities with other departments and outside agencies and organizations. Meets with various boards and committees as needed. (2%)
- Prepare and present staff reports to the County Commissioners and County Manager as required. (3%)

- Oversee the production and marketing of the Parks and Recreation programs, special events and activities including but not limited to marketing materials and County web site. (4%)
- Evaluate and monitor fees for recreation programs and Community Center to comply with budgetary projections. (2%)
- Maintain and enhance professional knowledge, skills, and development by attending seminars and training programs, and by reading trade and professional journals and publications. (2%)
- Hire, evaluate, discipline and supervise staff, in accordance with the Gilpin County Employee Handbook. Guide, train, develop and coach employees in the accomplishment of their duties and professional growth. Also responsible for scheduling and processing timecards for supervised staff. (14%)

**Additional Job Duties: (1%)**

- Oversees the licensed school age child care program.
- Perform related duties and responsibilities as assigned by the County Manager and any duties needed to stabilize an emergency situation.

**Qualifications:**

- Education: Bachelor's Degree in recreation or a similar field required.
- Thorough knowledge of the objectives and philosophy of a county parks and recreation program.
- Ability to:
  - (a) Recognize, investigate and analyze a variety of issues and make effective recommendations for solutions.
  - (b) Speak effectively before groups of employees and public groups and respond to questions.
  - (c) Organize work, set priorities, meet critical deadlines, and follow up on assignments with minimum direction.
  - (d) Understand, interpret, and communicate complicated policies, procedures and protocols.
  - (e) Plan, organize, assign, direct, motivate, review and evaluate the work of staff, and provide for their training and professional development.
  - (f) Develop and maintain effective working relationships with employees, elected officials, the public and other agencies.
  - (g) Accurately and effectively transmit and receive information that is necessary to the accomplishment of goals and objectives, including effective written and oral communications in English; and the ability to listen.

- Knowledge of and ability to research, compile, and summarize a variety of informational and statistical data and materials; prepare clear and concise reports, correspondence and other written materials.
- Possess:
  - (a) Strong organizational leadership abilities and demonstrate skill in administration, personnel, team building and finance.
  - (b) Strong interpersonal, decision-making and management skills.
- Must pass background check, including traffic and criminal.

**Certifications:**

- Must have a valid Colorado Driver's License without any restriction due to driving record. Must also be able to drive a county vehicle.
- Must possess FEMA ICS 100 and 700 certifications within 6 months of employment.
- Parks and Recreation Professional (CPRP) certification preferred.

**Mental/Physical Requirements:**

- Ability to:
  - (a) Reach, grasp, handle, stoop, kneel, and bend in order to place and retrieve stored information such as files, forms, reports and equipment.
  - (b) Physically operate a variety of equipment such as computers, copiers, facsimile machines, and printers, etc.
  - (c) Exert up to 10 pounds of force frequently or constantly move objects.
  - (d) Concentrate and pay close attention to detail with frequent breaks in concentration associated with answering phones or speaking in person to clients requiring assistance.
  - (e) Perform without additional assistance, all physical movements necessary for program administration.

**Experience:**

- Eight to ten years of experience in Recreation Administration, demonstrating administrative, budgeting, organizational and supervisory skills. At least five years should be in the position of management or supervision as a Recreation Professional.
- Experience in facility operations required.
- Experience working with a licensed school age child care program preferred.

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I, \_\_\_\_\_ have read the above job description for the **Gilpin County Parks and Recreation Director**. To the best of my knowledge I am able to perform all duties of the job as described.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date