



CITY OF PATASKALA, OHIO POSITION DESCRIPTION

POSITION TITLE:	Parks Manager
HOURLY PAY RATE:	\$19.86
POSITION TERM:	Permanent Full-Time
DEPARTMENT:	City Administration
POSITION REPORTS TO:	City Administrator
NUMBER OF OPENINGS:	One (1)
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	Unclassified

JOB DESCRIPTION:

Nature of Work

Under the direction of the City Administrator, the Parks Manager responsibilities include planning, organizing and coordinating the activities in, and the usage of, the city's many parks. Employee in this position supervises, coordinates and directs the work of professional and non-professional park and recreation staff involved in the day to day operation, administration, construction, and maintenance of park, recreation areas, and coordination and management of City sponsored recreation programs. Manager interacts with members of the community, non-profit groups, recreational participants, City staff, Parks Board members, and any other group involved with any event related to the parks or recreation opportunities.

Essential Functions

- Responsible for developing and maintaining a 'master use' schedule for each park and the associated facilities and amenities, ensuring smooth operation and communication between parties.
- Responsible for advertising, managing, coordinating all city sponsored recreation program. This includes, but is not limited to team assignments, coach assignments, and referee assignments. Includes receiving and working with the Finance Department for timely and accurate deposit of all recreation program participation fees.
- Responsible for evaluating the physical condition of each park/facility to ensure a safe and enjoyable environment is maintained. Coordinate with the Public Service department for the routine maintenance of the parks (i.e., mowing, trimming,

equipment repairs, etc.).

- Develop and maintain close contact with schools, Parks Advisory Board and other community groups. Promote and maintain responsive community relations by responding to resident and business inquiries. Periodically meet with city businesses, civic organizations and community members to identify and address their needs.
- Responsible for the communication and enforcement of City of Pataskala parks rules and regulations.
- Assist in the preparation and submittal of supply requisition forms, as well as providing support for the development of the annual budget. Prepare and submit regular reports on the operation and condition of the city parks.
- Identify potential alternative funding sources such as grants or fees to support the ongoing operation and/or improvement of existing parks.
- Other related duties as required or assigned.

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

TRAINING AND EXPERIENCE

- High school diploma or GED equivalent
- Prior experience in coordinating the activities and maintenance of civic park facilities is desired, along with the following knowledge, abilities and skills:
 - Ability to develop and manage complex schedules.
 - Ability to coordinate and guide the work of maintenance workers and volunteers.
 - Dependability, flexibility and willingness to work evenings and weekends as required.
 - Ability to establish and maintain effective, positive working relationships and communicate effectively with city staff, community members, civic leaders, the media, public officials and program participants.
 - Proficient in the use of computers. Working knowledge of desktop publishing, word processing and other software.

SPECIAL REQUIREMENTS

- Must be 18 years or older
- Must be able to attend meetings and serve on committees as requested.
- Must have a valid Ohio driver's license

All applications will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

Posted: Friday, February 22, 2013.

The City of Pataskala is an equal opportunity employer