

Salem Parks Commission
231 South Broadway Ave.
Salem, OH 44460

The Salem Parks Commission is accepting applications for the position of **Parks Director**. If you have previously applied for a position with the City you must reapply. To submit an application:

1. Print the Application of Employment (located on the main page and fill out all sections as required.
2. Include a copy of your resume, if available.
3. Include a copy of your driver's license.
4. Mail or drop off all documents to: Salem City Hall, Attention: John Panezott, Sr, 231 S. Broadway Ave., Salem, OH 44440.

Applications may also be picked up at City Hall in the Mayor's office.

Applications must be returned **no later than January 2, 2018 at 5:00 pm.** Notice of this job opening will also be posted in the classified section of the Salem News.

Qualifications and duties: See Job Description

Certifications: None

Citizenship: Must be a citizen of the United States of America or hold a permanent resident card.

Character: Must be of good moral character, have no police record, have good previous work record and background indicating ability to get along with people.

Physical: Must pass a legal urine drug screen.

Starting salary: \$1732.52 Bi-weekly with excellent compensation and benefit package.

POSITION DESCRIPTION
CITY OF SALEM

Job Title: **PARKS AND RECREATION DIRECTOR**

Department: *Parks and Recreation*

Immediate Supervisor: *Parks Commission*
Mayor

Positions Supervised: *Recreation Supervisor*
Parks Foreman
Pool Manager
Lake Supervisor
Parks Secretary

JOB RESPONSIBILITIES:

Under general direction, the Parks and Recreation Director directs the activities of the Parks and Recreation Departments, ensuring delivery of services in accordance with applicable federal, state and local laws.

QUALIFICATIONS:

Bachelor's degree in recreation, parks management, public administration or a related field and a minimum of five (5) years progressive experience in the administration of public parks, recreation, horticulture, landscaping, or facilities maintenance with a record of success supervising and directing the work of others or an equivalent combination of education, training and experience. Must possess a valid Ohio Drivers license with an acceptable driving record.

WORKING CONDITIONS:

The Parks and Recreation Director may be required to work a flexible schedule, including evenings and weekends and will travel within and outside the county.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

**POSITION DESCRIPTION
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<i>KNOWLEDGE OF:</i>	<i>SKILLS AND ABILITIES TO:</i>
<ul style="list-style-type: none"> • <i>Department goals and objectives*</i> • <i>Department policies and procedures*</i> • <i>Civil Service Commission rules*</i> • <i>City services*</i> • <i>City geography*</i> • <i>Budget development and administration</i> • <i>Strategic planning</i> • <i>Public administration</i> • <i>Public relations principles and techniques</i> • <i>Interviewing techniques</i> • <i>State and federal employment laws</i> • <i>Personnel administration</i> • <i>Public sector OSHA requirements*</i> • <i>Supervisory methods</i> • <i>Labor contract administration</i> • <i>Employee training and development methods</i> • <i>Crisis management techniques</i> • <i>Federal, state, and local laws and ordinances</i> • <i>Safety procedures</i> • <i>Principles and practices of public parks maintenance and recreation program development</i> • <i>Community recreation programs and organizations</i> • <i>Swimming pool operation</i> • <i>League rules and regulations</i> • <i>Game rules for sports activities</i> • <i>First aid procedures</i> 	<ul style="list-style-type: none"> • <i>Operate the department within budgetary limits</i> • <i>Identify future needs of the department and develop plans to meet them</i> • <i>Allocate funds based upon availability and department needs</i> • <i>Estimate time and material requirements</i> • <i>Maintain a positive work environment for employees</i> • <i>Establish performance standards</i> • <i>Ensure the quality of work as measured against established standards</i> • <i>Identify employee strengths and weaknesses</i> • <i>Improve employee performance through use of coaching and discipline</i> • <i>Interpret and apply laws, regulations and policies</i> • <i>Interpret plans and specifications</i> • <i>Read and understand blueprints and technical manuals</i> • <i>Define problems, collect data, establish facts and draw valid conclusions</i> • <i>Organize, prioritize and coordinate multiple tasks</i> • <i>Prepare accurate and concise reports</i> • <i>Maintain accurate records</i> • <i>Present a positive image to the public</i> • <i>Develop and maintain effective working relationships with the administration, community leaders and the public</i> • <i>Communicate effectively in written and oral form</i> • <i>Coordinate and direct a recreational program</i> • <i>Resolve conflicts</i> • <i>Enforce league rules and regulations</i> • <i>Administer first aid</i> • <i>Recognize unusual or threatening conditions</i> • <i>Remain calm in emergency situation</i>

**May be acquired after hire.*

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40% **ADMINISTRATION**

- ★ *Determines department needs*
- ★ *Participates in long-range planning for the department*
- ★ *Participates in the development of the annual budget for the department*
- ★ *Administers department budget*
- ★ *Determines necessary staffing and recommends staffing levels*
- ★ *Formulates, implements, and enforces department policies and procedures*
- ★ *Coordinates services and department activities*
- ★ *Coordinates activities with other departments, municipalities, and the community*
- ★ *Ensures effective exchange of information with other departments, municipalities, and the community*
- ★ *Prepares, maintains, and files department records and reports*
- ★ *Participates in labor negotiations and administers collective bargaining agreements*
- ★ *Provides recommendations for acquisition, design, maintenance, and repair of recreation areas and park facilities to Administration*
- ★ *Reviews plans for park maintenance and improvement projects and recommends changes*
- ★ *Responds to emergencies, as needed*

20% **SUPERVISION**

- ★ *Evaluates candidates for positions and recommends appointments*
 - ★ *Ensures that employees receive appropriate orientation, in-service, and developmental training*
 - ★ *Maintains employee training, continuing education, and certification records*
 - ★ *Assigns and monitors the work of employees*
 - *Ensures compliance with policies and procedures*
 - ★ *Coordinates employee work schedules, including leaves*
 - ★ *Reviews employee time sheets and authorizes overtime*
 - ★ *Establishes performance standards for the department*
 - ★ *Evaluates employee performance and administers discipline*
 - *Ensures compliance with policies and procedures*
 - ★ *Conducts grievance hearings and participates in grievance procedures, as necessary*
 - ★ *Maintains personnel files*
 - ★ *Ensures effective communication of information to all employees*
 - ★ *Provides leadership and guidance to staff in fulfilling their responsibilities*
- ★ *Denotes and essential function of the job*

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20% **RECREATION PROGRAMMING**

- ★ *Directs the development, administration and evaluation of all recreational programs, activities, and special events*
 - *Presents plans and goals for new programs to Parks Commission*
 - *Prepares grant proposals and state reports*
 - *Coordinates schedules for use of park facilities*
 - *Determines and collects program fees*
 - *Attends recreation-sponsored events*
- ★ *Prepares periodic program summaries*
- ★ *Prepares department brochures and press releases*

15% **COMMUNITY RELATIONS**

- ★ *Responds to citizen concerns and complaints*
- ★ *Resolves conflicts*
- ★ *Participates in public forums to promote department services*
- ★ *Establishes a cooperative relationship with the media and community groups*
- ★ *Represents the department at public functions and to community and professional associations*

5% **MISCELLANEOUS**

- *Attends meetings, as requested*
- ★ *Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions*
- *Performs additional duties and assignments, as required*

Denotes an essential function of the job