



NOTICE OF JOB OPENING

The Monroe County Parks and Recreation Board of Directors invites applications for the full-time position of Administrator of the Parks Department.

Salary Range: \$56,624 - \$65,991
Deadline for Application: June 23, 2017
Human Resources Contact: *npanzarella@co.monroe.in.us*
Please type in subject line: Parks Administrator

General Statement of Duties

The Monroe County Parks and Recreation Board of Directors seeks to hire a strong leader with proven experience managing people, programs and facilities to lead its Parks Department. The successful applicant must possess the vision to maintain and develop a small, but active Parks Department, which serves a county with an estimated population of 145,496 people and which is home to Indiana University. The ability to raise funds, strategically plan and diplomatically handle diverse constituencies is required.

Minimum Qualifications

Baccalaureate Degree in parks and recreation administration, horticulture, land resource management, or related field with at least three (3) years of progressive, related administration experience.

Job Duties

- Supervises and leads department personnel, operations, programs and services.
- Oversees the preparation and administration of the departmental budget and accounts. Maintains required fiscal reports and responsibly manages and safeguards department property.
- On behalf of the Parks and Recreation Board, established pursuant to Monroe County Code 600 and Indiana Code 36-10-3 et seq., reviews and approves department programs, policies, procedures and personnel for effectiveness and coordination, and reports progress to Board at monthly meetings.
- Researches and formulates strategic and annual plans to meet current and future recreational, programmatic, park and open-space needs.
- Represents the department in interactions with the public, county department heads, elected officials, vendors, and professional contractors, including serving on committees and attending public and organizational meetings and functions.

Required Knowledge and Skills

- Communicate effectively, both verbally and in writing, in order to supervise, train and evaluate a staff of eight (8) full-time and numerous seasonal staff members. Properly delegate authority and responsibility.
- Follow all federal, state and local laws and best practices regarding human resource and personnel decisions, including hiring and termination decisions, evaluating performance, and providing discipline and corrective instruction.
- Develop and administer a comprehensive recreation program, departmental goals, objectives and procedures. Analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Identify and respond to complex community and organizational issues, concerns and needs.
- Understand and follow sound principles and practices of budget preparation and administration.
- Follow leading practices and principles for community organization, neighborhood dynamics, marketing and public relations.
- Solicit financial sponsorships for Parks' events, programs and facilities.
- Possess thorough knowledge of athletic field and recreational facility design, construction, and maintenance.
- Hold or have the ability to obtain and retain a certification as a Leisure Professional from the National Recreation and Park Association, as well as turf and pesticide certifications necessary for athletic field maintenance.
- Operate appropriate office and computer equipment. Operate assigned vehicle and necessary field and facilities-related equipment. Must hold and maintain a valid Indiana Driver's License.

Working and Physical Conditions

- Exposure to indoor and outdoor environments, with duties requiring sitting, standing, walking for prolonged periods of time, and occasionally lifting moderately-heavy materials and/or equipment.
- May occasionally work extended hours, evenings and weekend. May be required to travel out-of-town and sometimes overnight for the purpose of trainings, meetings, seminars and conferences.

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

**Monroe County is an Equal Opportunity Employer
Federal Identification Number – 35-1732462**