

JOB DESCRIPTION

City of Hillsboro

An Equal Opportunity Employer

Title Parks and Recreation Director

Reports To: Safety & Service Director

Employee Status: Full-time

FLSA Status Non-Exempt

QUALIFICATIONS:

1. High school diploma or general education degree (GED). Bachelor's degree in Recreation Management, Leisure Studies, Sports Management or a related field preferred.
2. Proven experience (5 years) in park management, recreation programming, or a similar role.
3. Strong leadership skills with the ability to motivate and manage a diverse team.
4. Excellent communication and interpersonal skills for community engagement and collaboration.
5. Knowledge of budgeting, financial management, and resource allocation.
6. Understanding of recreational trends, community needs, and best practices.
7. Proficiency in using software tools for scheduling, budget tracking, and reporting.
8. Ability to work flexible hours, including evenings and weekends for events and meetings.
9. Certification from a relevant professional association (e.g., CPRP)
10. Valid Ohio Driver's License

GENERAL DESCRIPTION:

The Recreation Parks Director is responsible for overseeing the planning, development and management of all recreational and leisure activities within the city's parks system. The Director is a vital role in creating and maintaining an engaging and safe environment for community members of all ages to enjoy. Leadership skills, strategic thinking and a passion for promoting healthy lifestyles will contribute to the overall well-being of the citizens.

Current city parks:

Liberty Park

Harmony Lake

Rotary Park

Railroad Park
Uptown Pocket Parks
Court House Fountain
Crossroads Park
City Walking Trails

- Operates a variety of trucks and equipment in the repair, maintenance and construction of parks, gardens and trails.
- Inspects and maintains vehicles and equipment, playground and sports equipment; reports malfunctions to the Safety & Service Director;
- Maintains availability to respond to emergency situations during non-working hours;
- Assists with mowing and trimming at all above listed locations
- Performs related work as assigned.

ESSENTIAL FUNCTIONS:

- Design and execute a diverse range of recreational programs, events, and activities catering to various age groups and interests, fostering community engagement and enhancing the quality of life
- Ensure the effective management and maintenance of parks, green spaces, sports facilities, and recreational amenities. Oversee landscaping, cleanliness, and safety to provide visitors with a welcoming environment
- Prepare, manage, and monitor the department's budget, allocating resources efficiently for program development, staff salaries, maintenance, and capital improvements.
- Lead and supervise a team of recreation professionals, including park managers, program coordinators, and maintenance staff. Provide guidance, performance evaluations, and professional development opportunities
- Collaborate with community organizations, schools, local businesses, and government agencies to develop partnerships that support the expansion of recreational offerings and promote a sense of community
- Develop long-term strategies and initiatives to enhance the city's parks and recreation services, aligning with the evolving needs and preferences of residents
- Implement safety protocols, ensuring that facilities and activities comply with relevant regulations and standards. Address any safety concerns promptly
- Work with the marketing team to promote upcoming events, programs, and recreational opportunities through various channels, encouraging community participation.
- Create and develop visual advertisements and promotions for marketing of events and park functions
- Maintains the urban forest which includes planting, removal, trimming, and general care of trees, and shrubs; performs mowing of City of Hillsboro property; maintains flower beds;
- Performs brush collection, prepares civic displays and assists with landscape improvements;
- Collect and analyze data on program attendance, user satisfaction, and community needs. Use insights to make informed decisions and adapt offerings accordingly

- Collaborate with city officials to formulate and update policies related to park usage, program registration, and other relevant areas
- Responsible for trash removal and debris clean up
- Inspects and maintains all playground equipment
- Cleans and maintains public restrooms located at the Parks.
- Maintains trails, gardens, flower beds, etc.
- Coordinates and schedules volunteer work to be completed at parks, trails and gardens.
- Maintains and coordinates a schedule of all park events.
- Maintains City Fountain
- Responsible for overseeing all city events

OTHER DUTIES AND RESPONSIBILITIES:

1. Maintains required licenses and/or certificates.
2. Demonstrates regular and predictable attendance.
3. Attends workshops, meetings or seminars related to duties performed.
4. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: City policies and procedures; department goals and objectives; inventory control; safety practices and procedures; maintenance, and repair; general construction; equipment, chemicals, and other materials used in custodial services; workplace safety.

Skill in: Requires the ability to operate equipment and machinery, hand and power tools, mowers, and requires the ability to maintain and repair complex equipment and machinery and answering the telephone.

Ability to: Interpret instructions furnished in written, oral, diagrammatic or schedule form. Exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective; Deal with problems involving few variables within a familiar context; Recognize unusual or threatening conditions and take appropriate action; Communicate effectively; Make demonstrated efforts to listen and understand the customer, anticipate customer needs and satisfy the customer through a timely response with information and action; Recognize safety warnings; Read individual words; Develop and maintain effective working relationships; Lift up to seventy-five (75) pounds a distance of thirty (30) yards; Perform heavy manual labor for extended period of time in often adverse conditions; Travel to and gain access to work site. Be able to sit, stand, squat, or kneel for long periods of time; Perform addition, subtraction, multiplication and divisions; and to calculate percentages and decimals; Take actions that demonstrate consideration for the needs of others and the effect of one's behavior on others; Demonstrate ongoing commitment to values of the City and serves as a role model to others in the organization.

Language Ability and Interpersonal Communications

- Written and verbal language sufficient to effectively understand and follow instructions, as well as provide instructions to others, in English and perform manual labor in order to perform duties in a safe and efficient manner.
- Requires the ability to process, calculate, compute, summate, and/or tabulate data and /or information. Includes the ability to perform subsequent action in relation to these computational operations.
- Requires the ability to explain demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data, and information such as technical operating and maintenance manuals, blueprints, procedures, guidelines, and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Superintendent and all department personnel, other City departments and agencies, residents, and the public.

**PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS
INHERENT IN THIS JOB DESCRIPTION:**

The employee must negotiate, use, or work with or in the following:

Environmental Conditions (including but not limited to the following):

1. High or Low humidity.
2. Dust from asphalt or concrete work.
3. Dust from pollen resulting from landscape maintenance.
4. Extreme hot or cold weather when working outside
5. Loud noise and/or vibrations
6. Hazardous driving conditions.

In the Vicinity of:

1. Portable metal ladders.
2. Fixed ladders.
3. Scaffolding.
4. Vehicle-mounted elevating and rotating work platforms.
5. Compressed gases (argon).
6. Acetylene.
7. Oxygen.
8. Flammable and combustible liquids.
9. Storage and handling of liquefied petroleum gas.
10. Hazardous waste operations involving emergency response operations for release of or threats of release of hazardous substances (motor oil).
11. General requirements for use, care, and limitations of personal protective equipment.
12. Fall protection for employee's system requirements to eliminate fall hazard.
13. Eye and face protection due to potential exposure to flying objects, impact, and other hazards.
14. Respiratory protection due to potential exposure to airborne contaminants.

15. Occupational head protection due to potential impact to the head from objects, electricity, and other hazards (required only when hazards are present or likely to be present).
16. Occupational foot protection due to potential impact of objects, compression, and other hazards to the feet.
17. Hand protection.
18. Permit-required and non-permit-required confined spaces.
19. Machines and equipment which could accidentally become energized (lockout/tagout).
20. Medical and First Aid.
21. Portable Fire Extinguishers.
22. Handling of material and supplies (includes mechanical handling equipment, the manner in which things are stored, and housekeeping).
23. Powered industrial truck.
24. Sling.
25. General equipment for safe use of tools and guarding.
26. Woodworking equipment.
27. Abrasive wheels.
28. Hand and portable tools.
29. Guarding of portable power tools.
30. Jack stands.
31. Oxygen-fuel gas welding and cutting.
32. Arc welding and cutting.
33. Electrical wiring.
34. Installation of wiring of cables, and other equipment which transmits electricity.
35. Air contaminants.
36. Lead, including lead-based paints or lead from other sources.
37. Human blood or other potentially infectious materials.
38. Hazardous chemicals.
39. Construction activities.
40. Fall protection – construction.
41. Aerial lifts.
42. Vehicle on construction site.
43. Construction-type material handling equipment.
44. Excavation activities.
45. Large crowds
46. Potentially violent and/or emotionally distraught persons.
47. Vicious Animals

PERFORMANCE EVALUATION:

Per the City of Hillsboro's contract and/or policy manual.

This job description in no matter states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instruction and perform any duties required by the position's supervisor, Safety Service Director, or Mayor.

Approved by Mayor/Safety Service Director

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description.

Employee's Signature

Date