**TOWN OF STEVENSVILLE**

**PARKS AND RECREATION SUPERVISOR POSITION DESCRIPTION**

Position Title: Parks and Recreation Supervisor/ Public Works Assistant

Department: Public Works

**General Purpose**

Responsibilities of this position include leadership, coordination and oversight of the Stevensville Parks and Recreation programs, under the supervision of Public Works. The positions responsibilities include planning, direction, management and oversight of all programs in Parks, Aquatics, Turf management, Public outreach, including attendance at Park Board meetings, and coordination of all special events. The position will work closely with other Town departments to ensure the highest level of services for our citizens.

**Supervision**

This position supervises all Park and Aquatics staff.

**ESSENTIAL DUTIES**

Assume management responsibility for all services and activities of Parks and Recreation

Plan and execute all Town special events, and 3rd party events

Facilitate and coordinate all Town athletic resources to community sports organizations, supervise all operations of Town sports facilities.

Town interface with Stevensville Park Board.

Supplies and equipment inventory and ordering through PW Supervisor

Interfaces with patrons of all services regarding concerns, problems and opportunities.

Supervise, promote, implement and evaluate recreational programs.

Develop and implement Department policies procedures and fee schedules, evaluate equity and adequacy of fee schedules on an ongoing basis.

Promote and publicize recreation programs and activities, prepare and coordinate the development of program and event publicity, including flyers, brochures, news release etc.

Recruit, select, train, motivate, schedule, supervise and evaluate all staff members.

Act as interface with regulatory agencies, including Health Department, OSHA and others.

Performs all other duties as directed by PW Supervisor

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

A working knowledge, based upon experience, of the following:

Program planning and execution

Federal, State, County and City laws, codes, regulations and guidelines affecting recreation facilities.

Principles of management, supervision, training and performance feedback and evaluation.

Computer skills.

**SPECIAL REQUIREMENTS**

CPR and First Aid

Possession of a valid Montana driver’s license and an acceptable driving record

Ability to pass a comprehensive background check

Certified Pool Operator experience is preferred

This position requires wastewater treatment Class 1 and water treatment and distribution certifications.

Montana Class B CDL license is required within one year of hire.

**PHYSICAL REQUIREMENTS**

Ability to work in a standard office environment using computer equipment, ability to travel to multiple locations within a work shift, ability to lift 50 pounds. This position also requires working outdoors for extended periods of time, in all weather conditions. Ability to operate machinery, including lawn mowers and UTV’s, and be in close proximity to loud machines, with proper PPE. Ability to handle stressful situations.