

City of Hailey
Job Description
JOB TITLE: Park Division Manager
Starting Wage \$25-34 hr (DOE), plus benefits

SUMMARY

This position oversees and manages all Park Division work and employees. The position includes managing the Division budget, creates short term and long term Division plans, creates maintenance schedules and conducts project planning and management. The Park Division Manager reports directly to the PW Director. There is a variety of administrative functions as well as some light to moderate physical work in the field as part of the Park Division of the Public Works (PW) Department. This position requires coordination with other PW Divisions, City Departments, Parks and Lands Board, Tree Committee, outside agencies and the general public. This position is vital to the performance of programs, policies, and functions of the Park Division. The employee may be required to respond in a work capacity during public emergencies and take a role in public facilitation of emergency or disaster situations. This position may also be required to participate in winter time snow removal efforts.

CORE DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Management of the division includes the following: budgeting, providing staff leadership and training, attending City Council meetings, as deemed necessary by the PW Director, leading tree, park and event efforts.
- Understand and follow all City, County, State and Federal regulations and requirements pertaining to the Parks Division.
- Staff, train and manage employees, including but not limited to, conducting regular performance evaluations, ensuring City and PW employee policies are adhered to, implementing corrective action, and on-going monitoring and tracking of employee performance.
- Prepare meeting agendas, minutes, notices, and follow-up with the Parks and Lands Board and the Tree Committee on tasks and projects.
- Prepare park, event and city tree information for the Council Meeting packet: the development of policy, ordinances, contracts, agreements, information campaigns, and other complex/detailed reports.
- Schedule park reservations and manage the Park Use Schedule.
- Track and prepare reports on water consumption and park usage by the public.
- Ensure park policies and procedures are regularly updated, including the Parks and Trails Master Plan.
- Format, create, produce, and edit correspondences and other written and electronic materials. Respond to public inquiries on the phone and in person with visitors to the PW Department.
- Manage Hailey Arena rentals/agreements.
- Manage all special events that involve city parks and facilities, both pre-and post-event activities.
- Manage the City's Adopt-A-Park program.
- Manage the capital planning of future park improvements: fundraise, budget development, apply for and manage grants.
- Identify needs, problems, issues to PW Director and others and implement corrective action and solutions.
- Manage Werthheimer Park (WP) facility, including development and implementation of a promotion and marketing plan.
- Manage City irrigation use at Parks.
- Manage contracts on park and WP facility work.
- Plan, budget and manage all tree work throughout the city – at parks and in right-of-ways.
- Manage park projects. This includes site visits, status inquiries, working with contractors, developing schedules, meeting deadlines, and communicating progress to the PW Director and others. Contract management and grant administration may apply to managing park projects.
- Create and track service orders for a variety of projects using Caselle Connect and iWorQs.
- Manage the park use reservation process and permits to improve the level of service and assist in park event planning.

- Work with the PW Director to create and update various materials for the City's newsletter and PW Department website.
- Advise on city tree, park and event policies and process updates.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possession of a valid Idaho Driver's License.

I have read and understand my job description.

Employee Signature

Date