

**CITY OF BELLEFONTAINE NEIGHBORS**  
**9641 Bellefontaine Road**  
**Bellefontaine Neighbors, Missouri 63137**

**JOB DESCRIPTION**

**POSITION TITLE: Parks & Recreation Director**

**DEPARTMENT: Parks & Recreation**

**SUPERVISOR: Mayor**

---

**Job Summary**

Plans, organizes, and directs the operations of the Parks and Recreation Department.

**Job Scope**

Supervises all full and part-time employees in the Department. Prepares and administers department budget.

**Principal Duties and Responsibilities**

Plans, organizes and directs all personnel and programs within the Department. Communicates city and departmental policies, rules, and procedures to the employees. Exercises general supervision over the Department. Initiates planning to improve departmental performance and operations.

Purchases all maintenance supplies and equipment, chemicals, and recreational equipment. Orders all food and drink for snack bar and activities.

Oversees the scheduling of all full and part-time employees. Oversees the interviews of all full and part-time applicants and makes recommendations to the Mayor for hiring. Reviews and approves all employee's time sheets. Conducts performance evaluations.

Research all grant possibility for the Park and Recreation Department and apply for any that the Mayor determines appropriate.

Evaluates all park and recreation classes and services to determine viability and decides if they should continue.

Oversees productions of all parks and recreation promotional materials.

Directs, organizes, and inspects all maintenance activities in the Department.

Attends all meetings related to the City and Parks and Recreation Department and other meetings as required.

**Skills, Knowledge, and Abilities Required**

Thorough knowledge of the principles, practices, methods, and techniques involved in the management of a modern parks and recreation program. Knowledge of equipment, materials, and supplies required to operate parks and recreation programs. Good knowledge of community organizations and resources and of the recreational needs of various population and age groups. Knowledge of modern planning, budgeting, and supervisory methods and techniques. Ability to establish and maintain effective working relationships with representatives of various community organizations and public agencies, City officials, and the general public.

**Education, Certification, and Experience Required**

Graduation from an accredited college or university with a bachelor's degree in Parks and Recreation management or a related field, and extensive supervisory and administrative experience in Parks and Recreation programming; or any equivalent combination of training and experience.

**Approval**

Employee\_\_\_\_\_ Date\_\_\_\_\_

Mayor\_\_\_\_\_ Date\_\_\_\_\_