



CITY OF POPLAR BLUFF



TITLE:	Director of Parks and Recreation
DEPARTMENT:	Parks and Recreation
REPORTS TO:	Nine-member Administrative Parks and Recreation Board
EMPLOYMENT STATUS:	Regular Full-Time, Exempt
SALARY:	Commensurate with Education and Experience

SUMMARY: Responsible for the overall planning, organizing, staffing, directing, implementing, reviewing and evaluating the activities of the Parks and Recreation Department.

THE POPLAR BLUFF COMMUNITY:

Conveniently located between St. Louis, Memphis, and Little Rock. Poplar Bluff has a population of approximately 17,000 (2010 Census Figures) County – 41,471 (2010 Census Figures). Poplar Bluff is the county seat of Butler County. By policy, the Poplar Bluff Parks and Recreation Department serves the boundaries of the R-I School District which has approximately 33,000 residents. Poplar Bluff is ideally situated near a number of outdoor attractions unmatched in their natural beauty. Recreation and Outdoors within an hour drive or less include Big Spring, Clearwater Lake, Current River, Mingo National Wildlife Refuge, Mark Twain National Forest, Sam A. Baker State Park, Wappapello Lake, Rocky Falls – National Scenic Riverways.

THE POPLAR BLUFF PARKS AND RECREATION SYSTEM:

Poplar Bluff Parks and Recreation maintains twelve parks, a sports complex, multiple soccer and athletic fields, a skateboard plaza, 18-hole golf course, dog park, tennis courts, and an outdoor Olympic size pool with a diving well. The park system encompasses approximately 385 acres. Greenway trails have expanded to over ten miles which includes Shelby Trail connecting the northside and southside of Poplar Bluff. In addition, a twenty-one-mile singletrack hiking/biking trail was developed and is maintained through a partnership with Mark Twain National Forest.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for managing the daily operations as well as the long-range planning of the Parks and Recreation Department, of all its services and facilities.
- Supervises department personnel including the hiring, training, evaluation and discipline.
- Oversee, develop and implement administrative procedures and policies associated with park resources, recreation programs and facilities.
- Prepare and monitor the annual budget, make recommendations regarding fees and fee collections.

- Develop and coordinate long-range and short-term department goals.
- Work collaboratively with citizen and other public group agencies and organizations to bring about coordinated, effective delivery of recreation and other community services, including development of public art.
- Prepare reports and studies related to park land developments, recreation programs, capital improvements, facility maintenance and other assigned activities.
- Organize and develop volunteer programs.
- Assist in the planning and organizing of community events.
- Assist in writing grants and overseeing accounting of grant funds.
- Assist in the planning, financing, and development of both parks facilities and recreational facilities including renovation and/or expansion.
- Respond to and resolve difficult citizen inquiries and complaints.
- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED:

- Knowledge of philosophies, trends, principles and techniques of park resources, community recreation service administration and public facility management.
- Knowledge of principles and methods used in public administration.
- Knowledge of budget techniques and parks and recreation operations and maintenance.
- Ability to analyze problems, identify alternative solutions, and implement recommendations in support of goals.
- Ability to evaluate effectiveness of community services and assist in setting goals and priorities for program delivery.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to make decisions at the department head level, comprehend major policy, operational and personnel problems and draw valid conclusions.

QUALIFICATIONS, EXPERIENCES AND/OR TRAINING REQUIRED:

- Five years of increasing responsible, professional experience including experience in parks and recreation administration.
- At least three years administrative or supervisory experience.
- Must possess the equivalent of a bachelor's degree from an accredited educational institution with major course work in parks and recreation, recreation facility management, public administration or a related field.
- Valid Missouri driver's license required.

SUBMITTAL INFORMATION: Resumes may be submitted to

Poplar Bluff Parks and Recreation

P. O. Box 472

Poplar Bluff, Missouri 63902

or email: poplarbluffparks@pbcity.org.

POSITION IS OPEN UNTIL FILLED.

The City of Poplar Bluff is an Equal Employment Opportunity/Affirmative Action employer.