



# Bedford Parks and Recreation

## Park Director Job Description

**Position:** Park Director  
**FLSA:** Full-Time; Salary  
**Department:** Parks Department  
**Reports To:** Mayor and Park Board

### Position Summary:

- Responsible for management and supervision of the Bedford Parks and Recreation Department to include the overall planning, coordination, and implementation of all services related to department operations, while reporting directly to the Mayor of the City of Bedford and responsible to the Bedford Park Board.

### Essential Duties and Responsibilities:

- Prepare annual departmental budget
- Responsible for approval of Park Department expenditures
- Development of policy and procedures for the Bedford Park Department
- Responsible for overall supervision of Park Department employees
- Establish department goals and objectives for the Park Department and Master Plan
- Supervision of Park Department purchasing and purchasing agents
- Function as project manager for all facility construction, renovation, and expansion projects
- Assign tasks designed to meet department objectives
- Coordinate and prioritize staff activities to ensure efficiency of operations in order to help control costs
- Supervise vehicle repairs, maintenance, and operations
- Responsible for coordination and supervision of building maintenance and repairs
- Responsible for overall Park and building security
- Maintain department protocol for department security
- Responsible for promotion of Park activities and facilities by marketing, public speaking and development of informational material
- Perform other related duties and provide back-up as needed

### *Enhance departmental performance standards by:*

- Performing as a team player

- Maintaining a level of reliability that generates stability to the department
- Meeting or exceeding established departmental performance standards
- Fostering a spirit of cooperation

*Contribute to departmental efficiency by:*

- Understanding and effectively communicating departmental policy and procedure
- Clearly communicating concerns and questions to supervisor; suggest procedural changes
- Soliciting guidance from supervisor and co-workers when uncertainty arises

**Physical Tasks, Mental Demands and Working Conditions:**

- Very little physical demands. May require some lifting or moving. Requires frequent periods of sitting or walking
- Flow of work and character of duties involves normal mental attention much or all of the time
- Typical office working conditions. May require some exposure to the elements depending upon an outside project

**Special Requirements:**

- Bachelors Degree in Parks and Recreation or related field preferred
- 3-5 years' experience in the management of Parks or Recreational facilities or programs preferred
- Valid and appropriate Indiana Driver's License and acceptable driving record at time of appointment and throughout employment in this position.

**General Information:**

- The statements contained in this job description reflect general details necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned by the Mayor.
- The City of Bedford has a Substance Abuse Testing Policy. This policy applies to all employees of the City of Bedford. Pre-employment testing and random testing during employment in accordance to this policy will apply. A drug test will be required after a conditional offer to hire.