

**INGHAM COUNTY
JOB DESCRIPTION**

DIRECTOR OF PARKS

General Summary:

Under the general direction of the Parks Board, supervises and directs the operation of the Parks Department. Also has responsibility for Potter Park and Zoo. Implements the policies adopted by the Zoo Advisory Board and the Board of Ingham County Park Trustees assuring that each Park facility is maintained and operated in a cost-efficient manner. Develops recommendations for the Board concerning capital upgrades and acquisitions, and implements Board directives related to these areas.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Through managers and supervisors, plans, organizes, directs the activities of the Parks Department, Potter Park and Zoo. Determines appropriate staffing levels, effectively deploys resources and personnel, and administers disciplinary actions, if warranted.
2. Reviews staff work-in-progress and upon completion and provides training to employees as required.
3. Negotiates contracts and represents the Parks Department in various personnel-related hearings and procedures.
4. Formulates the departmental budget, monitors expenditures throughout the fiscal year, and recommends budget revisions as appropriate.
5. Reviews, revises, and implements departmental procedures including risk management issues for both permanent and seasonal employees.
6. Prepares for the Board of Commissioners, Parks and Recreation Commission, the Potter Park Zoo Board, and their various committee meetings by gathering information, formulating an agenda, and preparing memos, reports, and presentations. Formulates and makes recommendations to the Board pertaining to policy, park / zoo development and operational issues.
7. Implements the Ingham County Park Master Plan by coordinating the acquisition of land and the development of new park facilities. Has primary responsibility for administering and monitoring each phase of the capital improvement process including but not limited to, construction oversight, serving as liaison with contractors and consultants and other governmental agencies for the Department's larger projects.

8. Identifies outside funding sources and prepares grant applications. Administers grants during each respective project.
9. Acts as Parks Department liaison to the Board of Commissioners, Parks & Recreation Commission, the Potter Park Zoo Board, and their various committees, County Services, Finance, County departments, public service groups, individuals and the news media.
10. Performs other duties as required.

Employment Qualifications:

Education: A Bachelor’s Degree in Parks and Recreation Administration, or a related field, is required.

Experience: A minimum of six years of progressively more responsible prior experience in parks management is also required.

Other Requirements:

A valid Michigan Motor Vehicle Operator’s License is required.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

- Ability to regularly travel to the various parks locations.
- Ability to walk over uneven terrain in order to inspect trails and parks.
- Squatting, stooping, kneeling to develop and inspect trails.
- Extensive walking to inspect parks.
- Ability to access the various locations of the parks.

Working Conditions:

- Works in office conditions and the various parks locations.
- Works outside in varying weather conditions.
- Exposure to equipment where risk exists of getting burned, bruised or scraped.
- Exposure to environmental allergens such as grass, weeds and pollens.
- Exposure to poisonous plants while working in the field.