



## Town of Edgewood

### Parks and Recreation Program Manager

Position Class Code: 1004

Date Approved: 09/21/05

Revision Date:

**Position Purpose:** Under limited supervision, provides assistance to Town administration, coordinates Parks and Recreation planning activities, develops programs and projects to further the development of Town parks and recreation programs, facilities and infrastructure.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develops short and long range plans and projects for Parks and Recreation activities and facilities; gathers, interprets and prepares data for studies, reports and recommendations.
- Plans, designs and coordinates Parks and Recreation projects including trail system, bike paths, open space, picnic grounds and other recreational facilities.
- Prepares documentation and developments environmental impact statements relating to the Parks and Recreation planning process.
- Plans, coordinates and implements recreational and youth projects and programs.
- Manages Parks and Recreation facilities, oversees maintenance and/or performs minor repairs.
- Represents the Town of Edgewood and coordinates community planning activities with various public and private stakeholders in parks and recreation development.
- Provides technical assistance and support to Parks and Recreation Advisory Commission and community program partners in the planning, coordination, and implementation of Town sponsored recreation programs.
- Researches, identifies and prepares applications for available Parks and Recreation grant funding and development cost sharing programs.
- Provides communication, as necessary, with the Elected Officials and other departments on parks planning, and recreational activities and events.
- Serves as a technical resource and maintains current knowledge and skills related to position duties, including but not limited to, State laws, rules and regulations, and other related position responsibilities.
- Assists in the development of policies and procedures governing Parks and Recreation plans, programs and facilities.
- Administers department and program related budget within the parameters approved by the Governing Body.
- Performs other work-related assignments as required.

### MINIMUM QUALIFICATIONS

#### Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of the principles and practices of Parks and Recreation planning and program development.
- Knowledge of the recreational trail and facility development practices and requirements.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements.

## **Parks and Recreation Program Manager**

- Knowledge of the Town of Edgewood geography including roads and streets, agricultural, residential and commercial districts.
- Skill in conducting research, interpreting and explaining codes, laws, regulations and policies.
- Skill in identifying available funding grants, application processes, and grants administration.
- Skill in the application of engineering concepts and practices relating to the development of recreational facilities.
- Skills in reading and interpreting maps, surveys, and related technical documentation.
- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with Town staff, elected officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information..
- Skill in operating a personal computer and software applications.

**Education, Experience, Certifications and Licenses:** *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- Bachelor's Degree in Engineering, Parks and Recreation Management, Planning or related discipline.
- Three years of experience in Parks and Recreation program management and planning.
- Possession of a valid State of New Mexico Driver's license.
- Must be bondable and insurable.

### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in internal and external environments with possible exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 40 pounds.
- Work requires ability to speak, hear, touch, and see.

### **Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office equipment, and motorized vehicle.