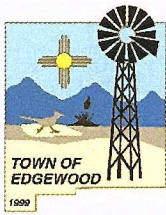


**AGENDA
TOWN OF EDGEWOOD
SPECIAL MEETING
OF THE GOVERNING BODY
APRIL 5, 2019 @ 4:00 PM
EDGEWOOD TOWN COUNCIL CHAMBERS – 171A STATE RD 344
PLEASE SILENCE ALL ELECTRONIC DEVICES DURING MEETING
THANK YOU.**

(The Town of Edgewood Council is pleased to have residents of the community take time to attend Council Meetings. Attendance and participation is encouraged. Individuals wishing to be heard during Public Hearing proceedings are encouraged to be prepared. Public comments may not be disruptive or harassing, and all persons are expected to maintain respect and decorum. Accordingly, rude, slanderous, or abusive comments and/or boisterous behavior will not be permitted. Written comments are welcomed and should be given to the Clerk-Treasurer prior to the start of the meeting).

- 1. Call to Order.**
- 2. Pledge of Allegiance.**
- 3. Approval of Agenda.**
- 4. Public Comment.**
- 5. Action Items.**
 - A. Discussion, Consideration and Action on adoption of a Job Description for a Town of Edgewood Parks & Recreation Administrator which would replace the Job Description for the Town of Edgewood Parks & Recreation Program Manager.
 - B. Discussion, Consideration and Action on Resolution 2019-06 a Budget Resolution authorizing budget adjustments.
- 6. Adjourn.**

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Clerk at the Town Offices located at 171A State Rd. 344, as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the Town Clerk at (505)286--4518, or by e-mail at clerk@edgewood-nm.gov if a summary or other type of accessible format is needed. **The complete council packet may be viewed on the web, visit www.edgewood-nm.gov and click on Agendas and Minutes.**



Position Purpose: Under limited supervision, from the Clerk-Treasurer, plans, organizes, manages, directs and oversees all programs, functions, facilities, events, operations, activities, volunteers and staff of the Parks and Recreation Department.

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.*

- Prepares and administers the Parks & Recreation Department budget.
- Develops, implements and maintains an integrated parks and recreation function to achieve the goals and objectives of residents in all areas of parks and recreation.
- Prepares, updates, implements and administers the Parks and Recreation's Master Plan. Use as guidance the Town's Comprehensive Plan and appropriate ordinances and resolutions within established policy.
- Establishes and maintains a liaison with other Town departments, commissions and boards, and other public parks and recreation agencies at local, county, state, and federal levels to ensure the achievement of effective administration, coordination and participation, maintenance and review of plans and programs.
- Prepares and/or supervises the development of grant applications to local, county, state and federal agencies.
- Participates and coordinates with Planning and Zoning department staff on growth-related issues.
- Supervises acquisition, planning, design, construction, and maintenance of all town parks facilities.
- Promotes public understanding of the parks and recreation program and policies through presentations to public, representative community groups and through press releases.
- Attends meetings that guide and direct the growth of the Town.
- Attend the Parks and Recreation Advisory Committee meetings. Prepare agenda and publish minutes of all meetings.
- Oversee the management of assigned Town trails, open spaces, parks and recreation property.
- Perform periodic inspections, maintenance, clean up and repairs of all parks and recreation facilities and equipment. Document inspections and repairs.
- Create, organize and participate in parks and recreation department and town events and activities.
- Oversees a variety of volunteer citizen groups and subcommittees.
- Performs other work-related assignments as required.