



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.

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 or training related to work hazards, safety procedures, and public safety matters.
- Knowledge of the technical, organizational and administrative functions necessary to the development and maintenance of a coordinated and comprehensive planning and implementation program for the growth and development of a municipal parks and recreation program.
- Knowledge and/or experience writing grants.
- Knowledge of modern techniques and practices involved in parks and recreation development, land use regulation and community improvement and development.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements and/or;
- Skill in understanding and applying laws, rules, codes, regulations and procedures.
- Skill in performing research and logically organizing information.
- Skill in use of all tools and operate all equipment necessary to perform work at a high level of proficiency and safety.
- Skill with materials, tools, and equipment used in all phases of park maintenance, including a basic knowledge of electricity, plumbing, carpentry, cement work, and irrigation systems.
- 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 identifying, establishing and implementing operation standards, policies, and procedures for municipal and/or agency operations.
- 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 park and recreation administration or a related field from an accredited college or university; or
- Four years of increasingly responsible experience in parks and recreation program development and implementation, including one year of administrative/management and/or supervisory responsibility.
- 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 indoors and outdoors subjecting employee to inclement weather.
- Work requires regular and punctual attendance.
- Work may involve physical labor, the use of ladders and working in cramped and confined areas.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and manual labor and lifting objects up to 50 pounds