



## NATRONA COUNTY JOB DESCRIPTION

<b>TITLE:</b> Parks Director	<b>EMPLOYMENT STATUS:</b>  <b>AT-WILL EMPLOYEE</b>  FLSA Exempt / Regular Full Time Employee  Regular hours worked – 40/week
<b>DEPARTMENT:</b> Parks	
<b>SUPERVISOR:</b> Board of County Commissioner's	
Revised: 8/27/19 THIS JOB DESCRIPTION MAY BE CHANGED WITHOUT PRIOR NOTICE.	

### SUMMARY:

The Parks Director plans, manages and directs the operations, activities and personnel of the Natrona County Parks Department to include the development, upgrading, maintenance and repair of all Natrona County Parks Properties. In addition to managing ongoing services, the position is responsible for planning and developing service initiatives to achieve economies, expand recreational opportunities for residents, and generally make significant contributions to maintaining or improving levels of service. The Parks Director will coordinate activities with other departments and outside agencies.

### ESSENTIAL FUNCTIONS:

1. Oversee and coordinate Lakes and Mountain operations including campgrounds, Nordic, Bridle and other non-motorized trails, archery range, cabin and trailer leases, boat docks, picnic areas, marinas, exclusive-use clubs, and museums
2. Direct the planning, development and implementation of departmental plans, policies and procedures; establish departmental goals, objectives and priorities
3. Monitor and evaluate service delivery methods; implement changes necessary to improve operational efficiency
4. Hire, train, supervise and monitor the performance of Parks personnel; ensure staff compliance with departmental policies and procedures
5. Develop and administer the departmental budget; monitor and authorize expenditures
6. Administer cooperative agreements with the Bureau of Reclamation (BOR) at Alcova, Pathfinder and Gray Reef Reservoirs and other governmental Agencies
7. Respond to complaints and maintenance requests; contact the public and support user groups to explain, justify and defend departmental programs, policies and activities and to resolve sensitive and controversial issues
8. Coordinate special projects with Superintendent of Roads and Bridges
9. Oversee special Parks projects; recommend projects, consultants, and contractors to the BOCC after input from the Parks Board; ensure contracted services are provided in an effective and efficient manner in compliance with established guidelines
10. Stay abreast of latest trends, innovations, products and services in Parks and Recreation industry
11. Prepare agenda for regular Parks Board meeting; assist in distribution of minutes
12. Seek, identify and respond to grant opportunities for additional parks department funding.
13. Researches outside funding sources and develops applications for funding for special Parks projects within the general scope of parks and recreation.
14. Conducts community engagement in formulating changes or improvements while planning and developing service initiatives.



### **NONESSENTIAL FUNCTIONS:**

1. Serve on various boards and committees as appointed or assigned
2. Attends committee and County meetings for other department and outside agencies as needed.
3. Perform other duties as assigned or required.

### **PHYSICAL & MENTAL DEMANDS:**

1. Positions in this class require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.
2. Office environment and equipment, exposure to the outdoors, and extensive contact with the public
3. Essential and marginal functions may require maintaining physical condition necessary for walking, hiking, cycling and XC skiing on County trails; standing or sitting for prolonged periods of time; some public speaking and interaction; and use of a desktop computer, keyboard and monitor(s)
4. Work independently with little supervision and exercise initiative and sound judgment.
5. Establish and maintain effective working relationships with other county employees, representatives of other agencies and organizations, and members of the community.
6. Be flexible in assigned jobs or duties on a daily basis
7. Prioritize and triage work tasks daily

### **EDUCATION AND EXPERIENCE**

1. Bachelor's Degree in Civil Engineering or related field; Master's Degree preferred.
2. Must be at least 18 years of age.
3. Minimum five years of increasing responsibility experience in public works operations and two years supervisory experience; OR an equivalent combination of education and experience

### **LICENSES AND CERTIFICATIONS**

1. Valid, unencumbered Wyoming Drivers' License

### **KNOWLEDGE AND SKILLS**

1. Principles and practices of public works administration, Parks and Recreation areas, activities and programs, civil engineering, construction, maintenance and repair of facilities and equipment
2. Regulations, standards and codes governing departmental and facility operations
3. Departmental budget preparation and administration including funds allocation and expenditures; purchasing policies, procedures and requirements generally and specific to Wyoming governmental entities such as project bidding requirements
4. Public meetings and public records requirements; BOCC authorization requirements
5. Standard computer software applications MS Word, Excel, Outlook, GIS, Adobe, etc



6. Supervisory principles, practices and methods
7. Directing and overseeing public works and parks operations
8. Developing and implementing departmental plans, goals, policies and procedures
9. Managing park operations and administering BOR agreements
10. Establishing and maintaining effective working relationships with others
11. Developing and administering budgets and monitoring expenditures
12. Supervising, leading and delegating tasks and responsibilities

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Employee Name

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Signature

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Date