



IVGID Job Announcement

IVGID is currently accepting applications for a **Director of Parks & Recreation**. This is a full time, year round, salaried (exempt) position with the Parks & Recreation team.

Compensation: \$4,663 - \$6,528/bi-weekly salary, DOE/DOQ (\$121,235 - \$169,729 annual)

Benefits: Medical, Dental, Vision, Prescription insurance
Short-Term/Long-Term Disability insurance
Deferred Comp (457b) and Pension (401a) Retirement Plans
Section 125 Flexible Spending Plans
Vacation & Sick Leave
Eleven paid holidays
Recreation & Food Discount privileges

How to Apply: Create a profile, submit online application (attach resume) at www.yourtahoeplace.com/jobs
In-person drop-off application (with resume) to the Human Resources at 893 Southwood Blvd, Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).
jobs@yourtahoeplace.com 775-832-1100

Deadline to Apply: Open Until Filled - *We are an Equal Opportunity Employer*

Date Posted: 04/30/24

SUMMARY

This position is responsible for the leadership and management of all District parks and recreation facilities, programs and services; for supervision of staff and management of resources consistent with the general administrative direction of the District General Manager; oversees development and implementation of comprehensive recreation programs and services and operational and development phases of parks and recreation venues and facilities, playing fields and specialized areas by performing the following duties personally or through subordinate supervisory staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to internal and external customers and guests.
2. Provides leadership and responsible for the management of all Parks & Recreation operating divisions, including District Beaches, Parks, Playing Fields, Tennis & Pickleball, Aquatics, Recreation, Senior Programs and Services, Youth & Adult Programs and Services, Recreation and Fitness Center and Recreation Administration.
3. Serves as a member of the District's Senior Management Team.
4. Participates in formulating and administering District policies and procedures related to operations for assigned areas; gives guidance and direction to staff and participates in their decision-making regarding interpretation of policies and procedures.
5. Responsible for ensuring Parks & Recreation department adherence to District internal controls policies and procedures.
6. Determines present and future needs for all Parks & Recreation facilities and programs. Leads and manages the development and implementation of short and long range goals, objectives, policies and priorities to meet those needs; including the District's Community Services Master Plan.
7. Administers, interprets and enforces the District's Ordinance 7 (An Ordinance establishing rates, rules and regulations for recreation passes and recreation punch cards by the Incline Village General Improvement District); including parcel file maintenance and other related customer transactions.

8. Adheres to all District Ordinances, Resolutions, Policies and Practices.
9. Determines, monitors and evaluates operational and staffing needs for District parks and recreation facilities; allocating resources to ensure successful and safe operations are in place to meet guest service standards.
10. Works with the District General Manager and Senior Management Team for planning, construction, improvement and maintenance of capital improvement projects and facility upgrades in the Parks & Recreation Department.
11. Interfaces with community groups for the purpose of determining recreation program needs and promoting the District's Recreation programs, facilities and services.
12. Directs use of IVGID and Washoe County School District properties for Parks & Recreation programs. Oversees the scheduling and coordination of rentals of the gymnasium and fields.
13. Works with the District General Manager in preparing and recommending revenue forecasts, the annual operating budget and capital improvement budget for assigned areas; monitors and controls revenues and budgets utilizing a computerized financial accounting system.
14. Oversees the development and administration of a broad program of recreation activities for all age groups and interests.
15. Familiar with various software programs for administering Parks & Recreation Department programs and facilities.
16. Confers and negotiates with County, State and Federal government and voluntary agencies concerned with recreation, parks conservation and other recreation resources; so that cooperative planning and working relationships are established and maintained.
17. Prepares and delivers presentations to the Board of Trustees, and serves as the District representative at meetings of other community groups, schools, other public agencies and other professional or industry associations on Parks & Recreation Department matters.
18. Directs the development of marketing strategies, promotions and publications for Parks & Recreation programs, services and facilities.
19. Directs usage of park facilities by working closely with facility bookings, recreation staff and the Parks Superintendent.
20. Inputs and/or monitors employee time & pay records using an automated system. Ensures records are accurate each month.

MANAGEMENT RESPONSIBILITIES

Manages subordinate supervisors who supervise seasonal and year-round employees in multiple operating areas such as Recreation, Parks and Recreation Administration. Is responsible for the overall direction, coordination and evaluation of these areas. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Additionally, manages contract service providers including officials, coaches and instructors.

QUALIFICATIONS

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (BA) in Public Administration, Parks & Recreation Administration, or related field from four-year college or university; and seven years related experience directing Parks & Recreation facilities and programs, including

five years of management experience, with direct experience in long range planning, financial planning, development of new facilities and marketing of facilities; or equivalent combination of education and experience.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to write reports, business correspondence and procedure manuals. Ability to respond effectively to the most sensitive inquiries or complaints from customers, regulatory agencies or members of the community. Ability to write presentations and articles for publication that conform to prescribed style and format. Ability to effectively present information on controversial or complex topics to employees, management, public groups, civic leaders and the Board of Trustees. The duties and responsibilities of this position necessitate the use of a cellular phone for District business reasons.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference for analysis of survey data, cost of sales comparisons, budget and operating statement review and other complex analysis related to policy change impacts on revenues, user fees and subsidy levels. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License. Certification in Cardiopulmonary Resuscitation (CPR) and First Aid by American Red Cross or ability to obtain within three months from date of employment. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA). It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

OTHER SKILLS OR ABILITIES

Excellent leadership, interpersonal, business, administrative, analytical and customer service skills; strong computer skills for word processing, spreadsheet and financial accounting applications; and ability to manage diverse operations and a sizeable staff; possess point of sale experience. Knowledge of principles, theory and philosophy of recreation and techniques of public administration.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.