

Ottawa Parks and Recreation Director
City of Ottawa
Everybody Plays!

Salary Range: (Currently \$17,471)

Application Deadline: Monday, December 27, 2021

Apply Online at: cityrec@cityofottawa.org
Send a resume and a cover letter to apply.

Questions may be directed to: cityrec@cityofottawa.org

Finalists will be interviewed by the Playground and Recreation interview committee.

The Community We Serve

The Ottawa Visitor's Center describes Ottawa as "a vibrant tourist destination located 80 miles outside of downtown Chicago, in the heart of Starved Rock Country. It is often considered to be "In the Middle of Everywhere". You are within a stone's throw of many diverse activities—from lush and natural outdoor areas to renowned cultural and historic attractions. Surrounded by open spaces, rivers, and trails, Ottawa is a natural setting that allows for people to get outdoors and enjoy some relaxation." The city of over 18,000 has 20 park areas and playgrounds, most of which have been upgraded in the past 15 years.

Playground and Recreation Department

The Playground and Recreation department currently has a budget of approximately \$320,000. It boasts a summer park program with supervisors at the parks and hosts a variety of summer activities, often over 40 camps and clinics in a summer. In addition to the parks and camps, the department oversees Riordan Pool, whose manager reports to the Recreation Director; the pool is open from early June through mid-August.

The Director of Ottawa Recreation is a part-time year-round employee. In the summer, they work full time and oversee 16 to 17 park supervisors, an assistant director, and a two-person office staff. During their seasons, the pool manager, the softball director, and the basketball director also report directly to the Recreation Director. The Director of Recreation works closely with the camp directors who run the summer camps and with the Public Works Department on parks maintenance.

The Position

The Director of Ottawa Recreation reports directly to the nine-member Playground and Recreation board, and is the secretary responsible for taking minutes and sending out board packets. The director also works with the board's finance committee to create and submit the annual budget for city council approval. Following board directions and policies, the director is responsible for organizing and overseeing all aspects of the summer parks program and the summer camps. The director is also responsible for advising and assisting the pool manager, the adult softball director, and the adult basketball director.

Qualifications

Integrity. Three to five years of management level experience that provides the required knowledge, skills and abilities, with experience in education, recreation, leisure, or event planning preferred. (Full job description available on request.) Preferred candidates live within Ottawa city limits, but all candidates will be considered.

Benefits

This position has no benefits in addition to the salary and is FMLA exempt.

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Below is the formal job description of the Recreation Director.

POSITION TITLE: Recreation Director

DEPARTMENT: Ottawa Playground and Recreation Department

Salary Range: (Currently \$17,471)

General Responsibilities

The Recreation Director reports directly to the Playground and Recreation Board. They oversee the entire recreational program, evaluate it annually and make recommendations for its improvements. The main responsibility for this position is to see that board policies and directives are implemented.

This is a part time position. Although the majority of the work is done in the summer months, a significant amount of personal time is also spent in the months leading up to summer programming. In addition to working regular office hours in city hall during the summer, the Recreation Director also works at home the remainder of the year. This position is FMLA exempt.

General Position Qualifications

Integrity is the primary qualification for this position. It is desirable that the Director have managerial experience and formal training in recreation and leisure time activities. A background in education with an emphasis on athletics is acceptable. The director will be required to prepare and monitor an annual budget, supervise both recreational and maintenance personnel, and provide written summaries to the board, so a strong background in these areas is essential.

Duties

The following major duties have been identified as being essential to the proper and effective performance of the job. Persons working in this position should be expected to perform all of the following duties and tasks.

1. Serve as secretary to the board.
2. Prepare the agenda under the direction of board president.
3. Present a monthly director's report
4. Prepare brochures for summer/winter activities and distribute them appropriately
5. Oversee summer/winter registration processes
6. Prepare an orientation manual for new board members
7. (Optional) Attend an appropriate conference and report significant findings to the board
8. Ensure that our programs and facilities are compliant with all state and federal guidelines (ADA, etc.)
9. Assist the board in goal setting activities
10. Make suggestions for the improvement of existing facilities
11. Evaluate all programs annually and recommend revisions as needed
12. Inventory all equipment annually and recommend items for replacement or repair
13. Supervise all employees and evaluate them on an annual basis
14. Approve the payroll and forward it on time to the Human Resources Department at City Hall

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15. Oversee the collecting and depositing of fees.
16. Make recommendations for hiring, rehiring, salary adjustments or termination based on evaluations.
17. Prepare annual budget with assistance of finance sub-committee; present to full board for review and approval
18. Pay bills promptly according to City of Ottawa procedures.
19. Closely monitor revenues/expenditures and report significant deviations to the finance sub-committee
20. Recommend salary guidelines and fee structures to the finance sub-committee
20. Seek bids on replacement items for board approval
21. Answer any questions about expenditures.
22. Perform other duties as required by the board