



## Parks Operations Manager

**Location:** Whitestown, IN

**Reports to:** Parks Director

**Full/Part Time:** Full Time

**Regular/Temporary:** Regular

**Wage (Hourly/Salary):** NTE; \$70,070/year

### Purpose:

Parks Operation Manager assists in the planning, coordination, and management of the Parks & Recreation Department; coordinates Department programs and strategies required to meet the Town's goals and objectives.

Reasonable accommodation may be made to enable individuals with disabilities to perform the job responsibilities.

### Responsibilities:

- Manage departmental programs, services, and personnel as assigned by the Department Director.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Evaluate and monitor staff workload, and administrative and support systems.
- Identify opportunities for improvement and presents recommendations to the Director; manages the implementation of operational improvements and monitors the effects of the changes.
- Administer Department policies and procedures and recommends changes.
- Conduct a variety of organization studies, investigations, and operational studies; recommend modifications to recreation programs, events, and activities as appropriate.
- Attend meetings of boards and commissions as assigned; attends and participates in professional group meetings; stays abreast of new trends and innovations in recreation programs.
- Provide advice and counsel to the Director; prepares and presents staff reports and other communications on Department activities and plans.
- Represent the Parks & Recreation Department at local and regional meetings as

assigned and makes decisions and commitments within scope of authority.

- Select, train, motivate, and evaluate assigned personnel; provide and coordinate staff training; work with employees to correct deficiencies.
- Maintain the absolute confidentiality of all records and information.

### **Qualifications and Skills**

- Knowledge of Town organization, operations, policies, and procedures.
- Knowledge of State and Federal statutes, rules, codes, regulations and resources for Recreation programs and events.
- Knowledge of principles and practices of recreation program development and administration.
- Knowledge of policies, rules and regulations governing the conduct and safety of parks and recreation programs and facilities.
- Ability to assess community needs and develop solutions.
- Developing, coordinating, and conducting recreation programs and activities.
- Plan, organize, and coordinate the work of professional, technical, clerical, and volunteer personnel.
- Assess and prioritize multiple tasks, projects and demands.
- Maintain a cooperative working relationships with Town employees, officials, and representatives from other local, state, and Federal agencies.
- Ability to communicate verbally and in writing.
- Valid driver's license

### **Education and Experience Requirements:**

- Bachelor's Degree from an accredited college or university with major coursework in Parks and Recreation Administration, Business Administration, Public Relations, Event Management.
- Five years of professional experience in a related field or equivalent combination of education and experience.

To apply, please email your cover letter, and resume to  
Angie Veatch, at [aveatch@whitestown.in.gov](mailto:aveatch@whitestown.in.gov)