



CITY OF CASPER
invites applications for the position of:
**Parks, Recreation,
and Public Facilities
Director**

SALARY: \$46.58 - \$65.21 Hourly
\$8,073.08 - \$11,302.33 Monthly
\$96,877.00 - \$135,628.00 Annually

Click here to apply:

<https://www.governmentjobs.com/careers/casperwy/jobs/3146108/parks-recreation-and-public-facilities-director?pagetype=jobOpportunitiesJobs>

OPENING DATE: 07/13/21

CLOSING DATE: 08/01/21 11:59 PM

CLASS SUMMARY:

Employment Contract Required
[Total Compensation Package](#)

Incumbent is responsible for directing, managing and overseeing the activities and operations relating to the Parks, Recreation, and Public Facilities Department including Parks, Hogadon Ski Area, Municipal Golf Course, Fort Caspar Museum, Ice Arena, Aquatics, Recreation Center, Buildings and Structures, leased public facilities, and serves as contract manager to the Ford Wyoming Center.

REPORTING STRUCTURE:

Receives direction from the City Manager.

TYPICAL CLASS ESSENTIAL DUTIES:

1. Exercises strategic direction, leadership, and management in the Parks, Recreation, and Public Facilities Department. Selects and develops personnel; ensures continued learning and mentoring; provides consistent accountability with disciplinary actions (as warranted).
2. Assumes full management responsibility for all Parks, Recreation, and Public Facilities Department services including efforts to fully utilize all Parks, Recreation, and Public facilities; recommends and administers policies and procedures.
3. Manages the development and implementation of Parks, Recreation, and Public Facilities Department goals and objectives, including business plans, and policies and priorities for each assigned service area; establishes, within City policy, appropriate services and staffing levels; allocates resources accordingly.
4. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.
5. Represents the Parks, Recreation, and Public Facilities Department to other City departments, elected officials, outside agencies, user groups, Lessees, the public, community groups and professional organizations; explains Parks and Recreation Department programs, policies and activities; negotiates and resolves sensitive, significant, and controversial issues.

6. Selects, trains, motivates, and evaluates Parks, Recreation, and Public Facilities Department personnel; provides or coordinates staff training; works with employees to correct deficiencies, including discipline and termination procedures.
7. Plans, directs, and coordinates, through department managers, the Department's work plan using respective data tools; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
8. Provides expertise and leadership in the evaluation process for new developments to include working with others in the organization regarding public accounting standards and fiduciary responsibilities in order to protect the public interest and the respective business plans.
9. Manages and participates in the development and administration of the Parks, Recreation, and Public Facilities Department budgets; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approve expenditures; directs the preparation of and implement budgetary adjustments as necessary.
10. Coordinates Parks, Recreation, and Public Facilities Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence.
11. Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of parks, events, entertainment, and recreation planning.
12. Communicates with various boards, committees, City Manager, City Council, the general public and media on things such as proposed legislative changes that may impact services; develops, justifies, implements and monitors activities and programs to meet any upcoming federal and state mandates.
13. Oversees and coordinates the activities and services of outside consultants; supervises preparation of requests for proposals and the bid process; negotiates contractual agreements and ensures contract compliance with lease agreements, etc.
14. Organizes, produces, and coordinates marketing for Parks, Recreation, and Public Facilities Department sponsored programs.
15. Serves as the contract manager to the Ford Wyoming Center.
16. Coordinates community-wide activities to support and ensure services including overseeing facility capital projects and improvements.
17. Represents the City of Casper by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
18. Follows all City safety procedures.

Knowledge (position requirements at entry):

Knowledge of:

- Leadership principles.
- Business plans and rate models.
- Operational characteristics, services and activities of a parks, facilities, museums, and recreational programs, including ski and golf.
- Compliance with contracts and lease agreements.
- Applicable Federal, State, Local and City government codes, rules and regulations.
- Administrative principles and practices, including goal and objective development, work planning and employee development.
- Modern and complex principles and practices of program development and administration.
- Advanced principles and practices of municipal budget preparation and administration.

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Working knowledge of other City departments, particularly as their operations may relate to the Parks and Recreation Department.
- Marketing and advertising principles and practices
- Industry standards, practices and trends.
- Principles of supervision, mentoring, training, and evaluating the work of others.
- Recordkeeping principles.
- Modern office equipment including computers and related software applications.

Abilities (position requirements at entry):**Ability to:**

- Routinely demonstrate the City of Casper core values.
- Create, maintain, and update rate models and business plans.
- Collaborate with other departments, user groups, and the public.
- Manage contracts and/or leases.
- Apply and convey technical expertise.
- Prepare and administer large and complex budgets.
- Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility.
- Provide effective administrative and professional leadership and direction.
- Develop, implement and administer goals, objectives and procedures for providing effective and efficient services.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Assess organizational culture to facilitate implementation of change.
- Assess and prioritize situations and work under pressure, exercise good judgment and make sound decisions.
- Operate modern office equipment, software and operating systems/applications.
- Maintain a neat and professional appearance.
- Follow written and verbal instructions and direction.
- Follow all City safety rules and procedures and immediately respond to/investigate observations or employee reports of accidents/incidents or unsafe conditions.
- Establish and maintain effective working relationships with those contacted in the course of work.

Skills (position requirements at entry):**Skill in:**

- Creating effective business plans and rate models.
- Interpreting and applying applicable laws, rules, and regulations.
- Preparing and administering large and complex budgets.
- Preparing clear and concise reports.
- Managing contracts and/or leases.
- Allocating limited resources in a cost-effective manner.
- Providing customer service.
- Technical writing.
- Mentoring employees.
- Delegating and prioritizing work.
- Public speaking.
- Project management.
- Time management.
- Conflict resolution.
- Analyzing problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Compiling, analyzing, organizing and evaluating data and making appropriate recommendations based on findings.
- Operating in a courteous, knowledgeable, and tactful manner with customers, staff and the general public.
- Oral and written communication, sufficient to exchange or convey effective information and to receive work direction.

- Operating modern office equipment, including computer software and operating systems/applications.

TRAINING, EXPERIENCE & CERTIFICATIONS:

EDUCATION and EXPERIENCE:

- High school diploma or equivalent (G.E.D.) required.
- Minimum of three years, five years preferred of increasingly responsible experience in management, including formal supervisory experience.
- Bachelors and/or Masters degree in public administration, business administration or a closely related field is preferred, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed below.

LICENSING and CERTIFICATION:

- Possession of a valid Wyoming Driver's License preferred.

SUPPLEMENTAL INFORMATION & PHYSICAL REQUIREMENTS:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Women, minorities, and individuals with disabilities are encouraged to apply.

Employment with the City of Casper is contingent upon a successful background screen and pre-employment drug test.

As a condition of employment, the successful candidate must utilize direct deposit for payroll purposes.

Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

Physical and Environmental Conditions:

City of Casper employees that perform safety sensitive tasks are subject to pre-employment and/or random drug testing. These tasks include, but may not be limited to:

- Emergency response/rescue
- Handling or working with hazardous materials, including chemicals as well as solid and liquid waste
- Operating or maintaining water and wastewater systems
- Maintaining City computer and data systems including networks, servers, communication systems, etc.
- Driving for the City of Casper, whether essential or non-essential
- Operating power-driven machinery or equipment
- Handling confidential information, including personnel, health, financial, or attorney-client information
- Working with or around children

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions. Can include long periods of sitting or long periods of standing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents in this position work indoors in an office environment and are subject to the common noises associated with office work including telephones, copiers, and printers. The position requires frequent sitting, typing, and customer contact, both by telephone and in person. On occasion, incumbents may visit a work site outdoors.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.casperwy.gov>

Position #1116-01
PARKS, RECREATION, AND PUBLIC FACILITIES DIRECTOR
HR

200 N. David - Human Resources
Suite 107
Casper, WY 82601
(307)235-8344
(307)235-8421

neogovalerts@casperwy.gov

Parks, Recreation, and Public Facilities Director Supplemental Questionnaire

- * 1. Which of the following best describes your level of education?
- Some High School
 - High School Diploma or G.E.D.
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctoral Degree
- * 2. How many years of experience do you have in management, including formal supervisory experience?
- None
 - Less than 3 years
 - 3 years to less than 4 years
 - 4 years to less than 5 years
 - 5 years to less than 6 years
 - 6 years to less than 7 years
 - 7 years or more
- * 3. Describe (in detail) your supervisory experience. Please include specifics as to where you obtained your listed experience.
- * 4. How many years of Increasingly responsible experience do you have in the administration of general public programs including any of the following: parks, facilities, recreation and events?
- None
 - Less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years to less than 5 years
 - 5 years or more
- * 5. Please describe (in detail) your experience and where you obtained the experience.
6. Please describe your leadership style and your philosophy on how you lead/motivate people, develop/mentor employees, mitigate conflict in the workplace, and inspire a team

atmosphere.

* 7. Outline the five lessons you have learned from the leaders you've worked with previously.

* 8. Do you currently possess a valid Wyoming driver's license?

Yes

No

No, but I have the ability to obtain within 12 months of hire.

* Required Question