



**City of Milford**  
**Parks & Recreation Director**  
Pay Grade: 11

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**Employment Status:** Full- Time

**FLSA Status:** Exempt

**Experience Required:** Minimum of three (3) years' diverse and responsible applicable experience in recreation and park administration and considerable experience in the administration of parks and recreation programs and facilities. NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300 training; FEMA IS-700, FEMA IS-800 training. Certified Park and Recreation Professional (CPRP) Certification preferred. A comparable amount of training and experience may be substituted for the minimum qualifications. Must pass pre-employment testing for substance abuse and criminal background. Background re-check completed every 2 years.

Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required.

**Minimum Education Requirements:** Requires a Bachelor's Degree in Parks, Recreation and/or Leisure Studies or related field, Public Administration, or another related field.

**Direct Supervisor:** City Manager

**Supervisory Responsibility:** Supervise a small group of employees.

**Primary Work Location:** Office setting, Parks, Forests and Recreation Facilities

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**Job Summary:** The Parks & Recreation Director is responsible for the ongoing development and overall administration of a comprehensive parks and recreation program. This includes planning and promoting recreational programs and events, as well as maintaining and developing City parks and facilities, such as playgrounds, the Riverwalk, cemeteries, landscaped areas, and open spaces. The role involves preparing budgets, generating non-appropriated funds, and seeking grant opportunities. The Director supervises personnel, interacts with public and private entities on relevant issues, and ensures the effective operation of the department. The Parks & Recreation Director operates with a high degree of independence, using sound professional judgment to demonstrate planning and organizational skills, establish priorities, and set performance standards for the department. Additionally, the Director serves as a member of the City management team.

The Parks & Recreation Director shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. The Parks & Recreation Director shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability, and responsibility.

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**Supervision Received:** Work is performed under the general supervision of the City Manager.

**Essential Job Functions:** An employee in this position may be called upon to do any or all the following essential duties:

- **Program Management:** Plans, promotes, organizes, and supervises a comprehensive and diversified array of community recreation, arts and cultural, athletic, social, and leisure programs in the best interest of the community.
- **Facility Maintenance & Oversight:** Organizes and directs, through subordinates, volunteers, or outside vendors, the repair and maintenance of parks, open spaces, grounds, and athletic facilities; inspects park buildings, grounds, and equipment and initiates corrective actions as required.



## City of Milford Parks & Recreation Director Pay Grade: 11

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- **Public Relations & Outreach:** Plans and directs the Department's public relations and outreach efforts by preparing presentations and reports for the media, civic, social, and special interest groups.
  - **Security Coordination:** Oversees park and facility security, coordinating with the Milford Police Department as needed.
  - **Grounds Maintenance Oversight:** Manages repair and maintenance of park grounds and athletic facilities.
  - **Fiscal Accountability:** Exercises direct control and accountability for department expenditures in accordance with the budget and City policies regarding procurement and request-for-proposals standards.
  - **Budget Preparation:** Prepares the annual Parks and Recreation Department budget for review by City management and subsequent approval by the City Council.
  - **Department Administration:** Implements and develops overall administration of the comprehensive Parks and Recreation Department, including managing and maintaining acres of City parkland.
  - **Staff Development & Supervision:** Plans and directs the training, supervision, and evaluation of full-time, seasonal, and contractual employees in conjunction with Human Resources.
  - **Policy & Procedure Development:** Directs and participates in the formulation and implementation of goals, objectives, policies, procedures, and priorities for the Department and the City.
  - **Partnership & Revenue Enhancement:** Identifies opportunities for partnerships with organizations or vendors that fulfill the department's mission cost-effectively; recommends such partnerships and monitors fee structures to ensure compliance with City cost recovery policies.
  - **Long-Range Planning:** Prepares and recommends long-range and immediate plans, providing direct input to City management for inclusion in the Capital Improvement and Operating Budgets.
  - **Interdepartmental Coordination:** Coordinates and communicates with other City departments to ensure integrated service delivery and support for Parks and Recreation programs.
  - **Program Evaluation:** Evaluates programs, park conditions, and employee performance to ensure optimal service delivery.
  - **Reporting & Meetings:** Prepares reports and provides staff support at meetings of the City Council, City committees, the Community Cemetery Board, and community groups.
  - **Funding Development:** Seeks grants, sponsorships, and alternative funding sources to achieve departmental goals and objectives.
  - **Additional Duties:** Performs related work as assigned.

### **Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:**

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Operational characteristics, services, and activities of municipal recreational programs; Theories, principles, operational practices and trends of public recreation program development and administration, including laws, regulations, and safety measures used in the operation of recreational programs;



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Pay Grade: 11

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- Marketing theories, principles and practices and their application to recreation programs.
- Principles of public administration.
- Customer service skills and techniques.
- Principles and practices of program development and administration.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of municipal budget preparation, bookkeeping, and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Maintenance and repair procedures for forestry equipment and grounds.
- First aid and use of radio equipment.
- Current social and economic trends.
- All phases of community recreational activities and administration.
- Principles and practices of public administration with special reference to departmental personnel and budget administration.

**Skills**

- Meets expectations for quality service and delivery dates with good time management.
- Software applications as needed for the work assigned.
- Communicates complex ideas, both orally and in writing.
- Able to supervise a group of employees.
- Efficient time management.

**Abilities**

- Oversees and participates in the management of a comprehensive recreation program; Supervise, direct, and coordinate the work of lower level staff.
- Selects, supervises, trains, and evaluates program staff.
- Participates in the development and administration of division goals, objectives, and procedures.
- Prepares and administers program budgets.
- Manages programs and services.
- Utilizes and maximizes available resources to meet recreation program and service goals.
- Conducts studies, analyzes data, and draws sound conclusions.
- Elicits community and organizational support for recreation programs.
- Responds to requests and inquiries from the general public.
- Prepares clear and concise reports.
- Analyzes problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interprets and applies federal, state, and local policies, laws, and regulations.
- Exercises tact and deal effectively with officials and representatives of other jurisdictions, departments, and the general public.
- Demonstrates an awareness and appreciation of the cultural diversity of the community by ensuring accessibility to meet the needs of residents.
- Establishes and maintains effective working relationships with those contacted in the course of work.



**City of Milford**  
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Pay Grade: 11

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- Ability to lead and instruct individuals, coaches, staff, and groups, in games, sports and other recreational activities when required.
  - Secures and analyzes facts, and exercises sound judgment.
  - General construction repair methods, proper utilization of tools, material, and equipment.
  - Provides leadership to appear before the public and deal courteously but firmly in explaining enforcing the policies, programs, rules, and regulations.
  - Expresses ideas clearly and effectively orally and in writing.
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**Signatures / Date**

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

City Manager:

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Employee:

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Human Resources Director:

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