



CITY OF ESTHERVILLE

POSITION OPENING

City of Estherville, Iowa

PARK & RECREATION DIRECTOR

The City of Estherville, Iowa is currently searching for a Park & Recreation Director. The P&R Director will perform supervisory and technical duties involving the operation and maintenance of the parks system. The park system consists of 11 parks, a new aquatic center, cemetery and approximately 3 miles of trail covering 169 acres. The director will coordinate all facets of current recreational programming for youth baseball and softball, tennis, and aquatics and develop additional recreational opportunities as approved by the Board.

Estherville is a community of about 6,000 people located in Northwest Iowa approximately 15 minutes from the Iowa Great Lakes. The area offers boundless opportunities for the outdoor enthusiast, including hunting, fishing, golf, kayaking, boating, and exploring. Estherville also features a splash pad, Regional Wellness Center, and Iowa Lakes Community College.

The City of Estherville offers a competitive salary (DOQ) and great benefits including IPERS, Health and Dental Insurance, Life Insurance, Long Term Disability Insurance, Health Savings Account, Longevity Pay, Vacation, Paid Holidays, Sick Leave, Voluntary Vision and AFLAC.

If interested please submit resume, cover letter, and the City application packet to:

City Administrative Offices

P.O. Box 417

Estherville, IA 51334

(712) 362-7771

www.cityofestherville.org

CLOSING DATE: Open until filled, candidate review to begin October 10, 2022.

Equal Opportunity Employer



CITY OF ESTHERVILLE

Position Description

Position: Park & Recreation Director
FLSA Status: Exempt
Reports to: City Administrator

Scope:

The Park & Recreation Director will perform supervisory and technical duties involving the operation and maintenance of the parks system. The park system consists of 11 parks, an aquatic center, cemetery and approximately 3 miles of trail covering 169 acres. The director will coordinate all facets of current recreational programming for youth baseball and softball, tennis, and aquatics and develop additional recreational opportunities as approved by the Board.

The regular workday starts at 7:30 A.M., and ends at 4:30 P.M., Monday – Friday. It is understood that this position requires work outside of the regular workday in excess of 40 hours.

Duties and Responsibilities:

- Plan, organize, direct, and coordinate the operation and maintenance of the park system.
- Exercise direct authority over all City Park personnel, parks and facilities.
- Monitor and comply with changes in the laws and regulations affecting the operation.
- Inspect play equipment and facilities regularly and make or coordinate repairs as needed.
- Analyze and evaluate recreational programming and recommend new or improved offerings.
- Facilitate various committee meetings, update and implement the committee plans.
- Monitor kayak rentals and coordinate return of kayaks.
- Maintain accurate records for regulatory agencies and supervisors and prepare reports as needed.
- Supervise the staff including personnel functions, scheduling work assignments, and employee evaluation.
- Hire part-time, seasonal workers for all parks programs and activities in accordance with City policies.
- Develop plans and procedures for efficient operation.
- Control expenditure of budgeted funds and request approval of major expenditures.
- Prepare and administer a departmental budget.
- Recommend specifications for major equipment and material purchases.

- Maintain effective communication and working relationships with employees, state and local officials and the general public.
- Organize office materials for recreational programming (registration, implementation, etc.)
- Order program supplies.
- Create marketing materials and press releases for the department.
- Direct programs and activities for youth.
- Receipt and account for money from Parks & Recreation programs and lessons.
- Prepare agendas, minutes and attend monthly Park & Recreation meetings.
- Perform related work and various other duties as assigned.

Required Skills, Knowledge and Competencies:

- High School Diploma or equivalent.
- Ability to perform all essential functions of the job listed above.
- Must be a Certified Pool Operator (CPO) or obtain within six (6) months of hire.
- Knowledge of the methods, principles and practices used in recreational programming.
- Excellent written and verbal communication skills.
- Knowledge of and adherence to the appropriate safety measures.
- Must be able to do physical labor related to the handling of materials and maintenance of facilities.
- Must be able to fulfill any parks maintenance duties as needed. ie: mow, trim, tree removal etc
- Must have and maintain a valid Iowa driver's license.
- **City policy requires residency within five (5) miles of city limits within six (6) months of employment.**

Job Location:

This position requires year-around indoor and outdoor activities around the park system. Outdoor work will be in all types of weather.

This position description is intended to describe the general nature and level of work performed by persons assigned to this position. This is not an all-inclusive list of responsibilities and duties; other duties may be assigned as necessary.

City of Estherville

Application for Employment

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living. **This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

PERSONAL (PLEASE PRINT CLEARLY)

Date _____ Telephone _____

Name _____
Last First Middle

Address _____
No. Street City State Zip

Are you legally eligible for employment in the U.S.A.? Yes ___ No ___ If hired, you are required to submit proof of your eligibility to work in the U.S.A.

Are you over the age of eighteen? Yes ___ No ___ If no, hire is subject to verification that you are of minimum legal age.

Position(s) applied for _____

Were you previously employed by us? Yes ___ No ___ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____

Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? _____

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent

EMPLOYER #1 Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

EMPLOYER #2 Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

EMPLOYER #3 Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

EMPLOYER #4 Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

I hereby give permission to contact the employers listed above concerning my prior work experience as indicated below.

Employer #1? Yes ___ No ___

Employer #2? Yes ___ No ___

Employer #3? Yes ___ No ___

Employer #4? Yes ___ No ___

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Last Year Completed	Did You Graduate?	List Diploma or Degree
Elementary		N/A	N/A	N/A	N/A
High School					
College					
Other (Specify)					

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

May we telephone you to follow up on this application at home? Yes ____ No ____

If yes, what is the best time to call? _____

May we telephone you to follow up on this application at work? Yes ____ No ____

If yes, what is the best time to call? _____

What is your business telephone number? _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

Signature of Applicant

TO: The City of Estherville, Iowa

AUTHORIZATION TO ACCESS RECORDS

I, the undersigned, hereby authorize the City of Estherville, to access my Iowa Driver's License records and vehicle registration records for purposes of inquiry into driving record and current license status.

It is my understanding that this information shall be used only by the City of Estherville for purposes of evaluating my employment application.

It is also my understanding that this information regarding my driver's license and driving record and history shall be used only in conjunction with my application and shall not be disseminated to any third parties for any reason whatsoever.

Dated this _____ day of _____, _____.
(Month) (Year)

Driver's License Number

(Print Name Above)

State

Signature

NOTE: Return this form with your application to :

**City Administrator
2 North 7th Street
P.O. Box 417
Estherville, IA 51334**