



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 164-19

OPENING DATE: 09/06/2019

CLOSING DATE: 09/20/2019

POSITION: Parks & Recreation Director

POSTED: IN/OUT

PAY GRADE: E9 (\$26.52/hr - \$38.45/hr)

FLSA STATUS: Exempt

POSITION TYPE: Full Time

FUNDING SOURCE: POI Funded

DEPARTMENT: Recreation

REPORTS TO: Governor

BACKGROUND LEVEL: Child Care

JOB PURPOSE: Achieves the Recreation Department goals and objectives by planning, directing, monitoring and evaluating the daily operation of all departmental functions and staff. Ensures the efficient and effective provision of parks and recreation services to meet the needs of the community and oversees the maintenance of all Recreation facilities, parks, Aquatic Center, and Skate Park.

JOB DUTIES:

- Plans, directs, and monitors department productivity and quality goals.
- Performs park and building inspections.
- Monitors payroll and hours of operations.
- Establishes and provides guidance in maintaining all recreational facilities.
- Maintain a cooperative planning and working relationship within the department, other departments within the Pueblo of Isleta, and other agencies in the surrounding communities.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Writes proposals and grants to secure additional funding and grant monies for continuation and expansion of program services.
- Maintains current working knowledge of trends in recreation, parks and fitness activities.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of Department activities by attending meetings and submitting reports.

- Hosts regular staff meetings to ensure communication among staff regarding Department related activities.
- Creates policies and procedures for staff to ensure consistency and adherence to Department goals.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Develops monthly newsletter and disseminates information to the news media.
- Attend special events sponsored by the Recreation Department including State Fair Parade and Halloween Extravaganza.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Manages Fitness Coordinators, Aquatic Coordinator and Park Superintendent in the provision of recreational, park and fitness services; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluates, disciplines and develops professional staff.
- Coordinates training, orientations and continuing education of staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- Bachelor's Degree in Parks and Recreation or related field.
- Seven years' progressive experience in a parks and recreation program including three years in a supervisory capacity.
- First Aid/CPR Certified.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of budget preparation.
- Knowledge of principles and techniques of recreation and fitness programs.
- Knowledge of the theory and philosophy of recreation and fitness management.
- Knowledge of obtaining grants.
- Knowledge of design, function and maintenance of recreation and fitness services available to the public.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.

- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to working closely with state legislative leaders.
- Ability to work various schedules and extended hours.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Standing and walking may be on uneven surfaces or unstable ground.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is performed in a typical indoor and outside environment.
- Noise level is usually moderate.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Exposure to hazards such as heights, fumes, chemicals, dust, heat, glass chips, and power equipment.
- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Travel may be required.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.