



CITY OF IDAHO FALLS  
invites applications for the position of:  
**Assistant Director, Parks &  
Recreation**

*The City of Idaho Falls is an Equal Opportunity Employer.  
Preference will be given to qualified veterans.*

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**SALARY:** \$29.57 /Hour

**OPENING DATE:** 03/01/10

**CLOSING DATE:** 04/09/10 11:59 PM

**GENERAL PURPOSE:**

As second in charge of division operations, performs a variety of professional, managerial and executive duties in assisting with planning, organizing, directing, and coordinating the delivery of public recreation programs, activities, and facilities. Oversees various departments as assigned.

**SUPERVISION RECEIVED**

Works under the broad policy guidance and direction of the Parks & Recreation Director.

**SUPERVISION EXERCISED:**

Provides general guidance and direction to assigned Department Superintendents, Managers and Supervisors responsible for Parks and Recreation daily operations; provides general supervision to administrative clerical staff on a project-by-project basis.

**ESSENTIAL FUNCTIONS:**

Assists in the evaluation of City parks and recreational needs and demands; recommends programs, activities, and facilities necessary to meet public interests and desires.

Develops and promotes public awareness and support for recreational programs and facilities; responds to requests for information from the general public; meets with various representatives from recreational businesses, user groups, clubs and organizations; as approved, provides information to the media and the public to promote awareness and support for recreational programs and events.

Monitors use of City parks, playgrounds, athletic fields, swimming pools, golf courses, zoo, and cemeteries to insure program or facility goals are achieved; modifies and evaluates goals and objectives to meet the changes in public attitudes in recreational activities and programs.

Participates in the development of annual budget requests and assists division superintendents in evaluating appropriations and personnel budgets; assist to monitor Departmental/Divisions expenditures to insure conformity to established fiscal programs and goals; may research and prepare applications for grants and other alternative funding sources; assists in the management of accounts for funds received from grants, user fees and other sources.

Evaluates employee performance and makes recommendations regarding personnel actions, such as hiring, promotion, advancement, discipline, dismissal, discharge, and suspension; evaluates parks and recreation facilities and inspects facilities and programs for public and employee safety; assists with program contract management.

Investigates public complaints and criticism and takes corrective action where applicable.

Performs related duties as required.

**TYPICAL QUALIFICATIONS:**

1. Education and Experience:

A. Graduation from college with a bachelor's degree in recreation and park management or some other related field;

AND

B. Six (6) years experience in community recreation and park management, three (3) years of which must have been in a supervisory capacity;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** objectives and principles of public recreation; facilities and equipment needed to carry out a broad scale recreational program; program development related to a wide spectrum of recreation activities; park design and grounds development; interpersonal communication skills; budget preparation and fiscal management; principles of supervision; funding sources and grant opportunities. **Working knowledge of** human behavior psychology and mental hygiene as applied to various recreational interest groups.

**Skill in** the art of diplomacy and creative problem solving.

**Ability to** evaluate program effectiveness and personnel efficiency without personal prejudice; ability to coordinate the delivery of recreational programs to satisfy the desires of all age groups; ability to develop effective working relationships with Federal, State, and Local Officials, subordinates, and the public; ability to communicate effectively, verbally and in writing; ability to exercise sound judgment and generate workable solutions in problem situations.

3. Special Qualifications:

Must possess a valid Idaho State Driver's License. Must obtain certification as a Parks and Recreation Professional (CPRP).

**WORK ENVIRONMENT:**

Tasks require a variety of physical and mental activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Occasional exposure to environmental hazards resulting from on-site project inspections. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

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

Job #2010-0212  
ASSISTANT DIRECTOR, PARKS & RECREATION  
BS

OUR OFFICE IS LOCATED AT:  
375 D. Street  
PO Box 50220  
Idaho Falls, ID 83405-0220  
208-612-8248  
208-612-8167  
[ifpersonnel@idahofallsidaho.gov](mailto:ifpersonnel@idahofallsidaho.gov)

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## Assistant Director, Parks & Recreation Supplemental Questionnaire

\* 1. Which best describes your level of education?

- High School
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree or Greater

\* 2. Do you possess a degree in Recreation, Park Management, or a related field?

- Yes
- No

\* 3. How many years of working experience do you have working in Parks, Recreation, or a related field?

- None to Less Than 1 Year
- 1-2
- 3-4
- 5-6
- 7-8
- 9-10
- 11-12
- 13+

\* 4. How many years of supervisory experience do you have?

- None to Less Than 1 Year
- 1-2
- 3-4
- 5-6
- 7-8
- 9+

\* Required Question