



CAREER OPPORTUNITY

PARKS & RECREATION DIRECTOR

ANNUAL SALARY

\$70,350 - \$100,000 Annually

FULL-TIME, EXEMPT POSITION WITH BENEFITS

Office Hours: Mondays – Fridays, 8:00 a.m. to 5:00 p.m.

APPLICATION DEADLINE

Open until filled.

OUR PUBLIC WORKS DIRECTOR POSITION IS A NEWLY CREATED, CHALLENGING AND REWARDING ROLE. COME GROW WITH US, AND LEARN MORE ABOUT FLORIDA'S NEWEST CITY AT WWW.INDIANTOWNFL.GOV.

POSITION SUMMARY

Under the general supervision of the Village Manager, the Parks & Recreation Director will provide direction, leadership, and oversight to the Village's cultural, recreational, athletic, and community health and fitness programs. The incumbent will oversee the operations and finances of the Village's public parks and recreational spaces and will supervise the work of department staff. The incumbent will facilitate the development of strategies and policies for the department and ensure that the Village's mission, core values, and goals are incorporated into activities and services.

SELECT DUTIES AND RESPONSIBILITIES

- Managing and maintaining all parks, related facilities, services and activities of the Parks and Recreation Department.
- Hiring, training, and developing a highly motivated staff.
- Developing long range plans for recreation programs, parks, and facilities to accommodate according to the Village's growth, goals, and parks and recreation needs.
- Ensuring that all building and facilities are in compliance with all applicable laws.
- Receiving and utilizing input from community groups, neighborhood groups and individuals regarding the planning, programming, and evaluation of parks and recreation needs.
- Monitoring and evaluating the efficiency and effectiveness of the department's methods, procedures, and programs; identifying and implementing opportunities for improvement; and, reviewing with the Village Manager where appropriate.
- Preparing the Parks and Recreation budget including monitoring and controlling department expenditures.
- Developing and implementing the department's policies, procedures, and fee schedules and regularly evaluating their adequacy.
- Promoting and publicizing recreation programs and activities.



- Liaising with other Village departments, outside agencies and community groups to explain and discuss various aspects of the department's functions.
- Representing the Village on city, state, local, and professional boards/associations.
- Responding to and resolving sensitive and difficult public inquiries and complaints.
- Coordinating with the Grant Writer/Administrator on grant opportunities.
- Other duties may be required and assigned.

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree in Recreation Administration, Physical Education, Public Administration, or other closely related field from an accredited university.
- Minimum of five years of experience in a comparable municipal position handling the administration of recreational programming and social and cultural programs and services.
- Minimum of three years of staff supervision experience.
- Experience in park facilities planning and design, as well as developing, planning, implementing, and facilitating sports programs.
- Must possess CPR and First Aid certifications, or be able to obtain same within six months of employment.
- Strong preference for Certified Park and Recreation Professional (CPRP).
- Able to meet the physical demands of the job and to work in outside environments.
- Strong and effective oral and written communication skills.
- Typical office computer systems and software with advanced skills in Microsoft Office.
- Valid Florida driver's license

BRING YOUR SKILLS AND TALENTS TO A DYNAMIC CAREER OPPORTUNITY WITH FLORIDA'S NEWEST MUNICIPALITY!

About Indiantown

Indiantown is a rural community in Florida's Treasure Coast first established in the early 1900's, then incorporated in 2017 as the newest local government in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and its potential for community building and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Because our staff is small, we're called upon to apply versatile talents and skills across many disciplines making our daily work very challenging and dynamic.

Application Process

Interested persons should submit a resume and cover letter, not to exceed four (4) pages collectively. The position will remain open until filled. An **original, signed** version of a candidate's submission, with the candidate's **legal signature** on the cover letter, should be e-mailed to jnorris@indiantownfl.gov. The signed cover letter shall also include the statement: ***"I certify all information contained in this cover letter and resume is true and accurate."*** **Failure to follow these submission requirements may disqualify applicant from consideration.**



Professional references are optional at the time of submission; however, they may be requested if the candidate is invited to an in-person interview. References submitted at this stage must be limited to a one (1) page list.

INDIANTOWN VILLAGE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, DISABILITY, MARITAL STATUS, FAMILY STATUS, OR SEXUAL ORIENTATION IN EMPLOYMENT OR THE PROVISION OF SERVICES.

