



PARKS, RECREATION, AND OPEN SPACE DIRECTOR

DEPARTMENT: Parks and Recreation
FLSA STATUS: Exempt
REPORTS TO: City Manager
SALARY: \$132,023.00 to \$160,029.00 annually DOE

Introduction to the City and Department:

Join the City of Castle Pines, a community dedicated to enhancing the quality of life through recreational activities and the preservation of natural spaces. The Parks and Recreation Director is a pivotal role within the Parks and Recreation Department, contributing to the planning, development, and management of the City's parks, recreational facilities, open spaces, and community programs. This position offers the opportunity to shape the recreational landscape of the City, promote healthy lifestyles, and engage with the community to create vibrant public spaces that align with the City's vision and goals.

Team Environment:

The Parks and Recreation Director is an integral part of a collaborative leadership team within the City. This role involves interaction with various City departments, community organizations, and external partners, emphasizing teamwork, leadership, and a shared commitment to enhancing the City's recreational offerings. The Parks and Recreation Director supports the City Manager and provides leadership for all areas of the department including park planning and construction, recreation programming, and park, trail, and open space maintenance.

General Purpose:

The Parks and Recreation Director oversees the City's parks, recreation facilities, open spaces, and community programs. This includes managing the development, maintenance, and operation of these areas in service with City regulations and strategic plans.

Key Responsibilities:

- Serves on the City Manager's Leadership Team
- Manages and leads the Parks and Recreation Department team, including establishing standards, assigning and reviewing work, and allocating personnel to effectively and consistently achieve the strategic goals of the City
- Oversees the planning, development, and maintenance of the City's parks, recreational facilities, trails, and open spaces
- Acts as staff liaison to the Parks and Recreation Advisory Board, including setting agendas and ensuring compliance with Ordinance 19-09 and any subsequent amendments

- Leads the development, implementation, and evaluation of recreational programs and events that meet the needs of the community
- Manages the department's budget, ensuring the efficient allocation of resources and fiscal responsibility
- Works in partnership with the Public Works Department in the capital construction of new park facilities and refurbishment of existing parks and trails
- Coordinates with other City departments, community organizations, and external partners to develop and promote the City's recreational opportunities
- Ensures compliance with local, state, and federal regulations related to parks and recreation management
- Engages with the community through public meetings, surveys, and other outreach efforts to assess and address recreational needs
- Assesses, develops, and implement long-range plans for the expansion and enhancement of the City's parks and recreation services
- Monitors and evaluate the condition of parks, facilities, and equipment, ensuring they are safe, clean, and well-maintained
- Provides reports to the City Manager, City Council, and the Parks and Recreation Advisory Board on the status of parks and recreation projects and initiatives
- Responds to complex questions, complaints, and requests for service in a professional manner

Skill Requirements:

- Knowledge of parks and recreation management principles, methods, practices, and programming
- Strong leadership, communication, and interpersonal skills
- Strong oral and written communication skills including public speaking ability
- Proficiency in budget management, strategic planning, and staff supervision
- Ability to demonstrate high integrity, resourcefulness, and sound and consistent judgment in the execution of all duties and responsibilities
- Strategic thinking, problem-solving skills, and the ability to manage multiple priorities
- Knowledge of environmental conservation practices and sustainable recreation management
- Knowledge of budgeting practices and effective fiscal management
- Knowledge of occupational hazards and safety precautions of departmental activities

Educational Background and Experience:

- Bachelor's Degree in Parks and Recreation Management, Public Administration, Environmental Science, or a related field, or any equivalent combination of education and experience
- Minimum of five years of professional experience in parks and recreation management, with a strong preference for experience in a municipal setting
- Experience in budget management, staff supervision, and community engagement

Licenses and Certifications:

- Certification in Parks and Recreation Professional (CPRP) designation is a plus but not required
- Valid Colorado driver’s license

Physical Demands and Work Environment:

- The position requires occasional lifting and moving of up to 75 pounds.
- Regularly required to sit, talk, or listen; frequently uses hands to handle or feel.
- Occasionally required to stand, walk, reach with hands and arms, stoop, kneel, or crouch.
- Must be able to work in a standard office setting, as well as in outdoor environments.

This position offers a unique opportunity to play a significant role in the development and management of recreation in the City of Castle Pines and enhance the community’s quality of life.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.

Received by:

Employee Name

Employee Signature

Date