



City of
Evanston™

Date Developed:	February 2023
HR Review Date:	

JOB DESCRIPTION/JOB POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Parks, Recreation
DIVISION:	Conservation and Outdoors
POSITION TITLE:	Conservation and Outdoors Division Manager
JOB TYPE:	Division Manager
PAY GRADE/RANGE:	\$90,823.86-\$136,236.30 annually
FLSA STATUS:	Exempt
OPENING DATE:	
CLOSING DATE:	

*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.

NATURE OF WORK:

The Division Manager is responsible for organizational planning, coordinating and control of all operational and program functions and supervision of permittable park spaces to include athletic fields, all picnic areas, field houses and general park spaces (excluding the Lakefront). Division Manager is also responsible for oversight of all programs and spaces associated with Ecology Center programming, including the Center itself as well as the Canoe Launch Farmette, and Apiary. Position also includes management of Park Rangers and Affiliate Organizations and coordination of special event logistics. Work is performed with considerable independent judgment. This position may require irregular hours including nights, weekends and holidays.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following:

- Organizes, plans and coordinates all permittable space including parks and athletic fields, picnic areas, field houses excluding the Lakefront.
- Oversees supervision of all Recreation Maintenance Staff, Park Rangers, Garden Coordinator, and the cleaning and upkeep of all park structures.
- Coordinates and collaborates with Evanston Environmental Association as well as other groups that support edible urban food production.
- Oversees and coordinates the Community Gardens Programs and five city garden sites.
- Collaborates with other urban food production groups, agencies and organizations.
- Plans, organizes and coordinates a diversified City-wide recreation and environmental programs for all age groups at designated facilities or areas, including developing long-range plans and prioritizing program operations.
- Oversees management of all programs and services at the Ecology Center.
- Recruits, hires, trains, supervises, and evaluates performance of all Conservation Services and Ecology Center staff, including, but not limited to program coordinators, office staff, Park rangers, park maintenance, custodians, facility supervisors and all volunteers for all programs and services.
- Coordinates all maintenance activities with the Public Works Agency and Facilities and Fleet Management to support Ecology Center operations.
- Plans, organizes, and conducts in-service training to cover city policies, staff expectations, customer service, safety and procedures that are outlined in all personnel and program user handbooks.
- Reviews and approves time sheets for employees and accurately complete bi-weekly payroll
- Responsible for ensuring general operations, securities and building operating schedules for the Ecology Center.
- Maintains current and accurate records pertaining to grants, program services, facility usage and rentals.
- Ensures monies collected at the facility are accounted for and handled appropriately.
- Reviews all accident and incident reports that occur at the Ecology Center and forwards to the appropriate parties.

- Develops and implements specific goals and objectives related to the improvement of all operational aspects of the Ecology Center, including, but not limited to, programming, rentals, seasonal hiring, and overall operations.
- Creates and submits bi-weekly reports regarding all operations to be included in the director's biweekly reports to the City Manager.
- Attends conferences, workshops and seminars related to the position, in order to stay current with safety protocols, training materials, and programming options.
- Evaluates customer and community interests and needs; makes recommendations on future operations and services based on community feedback and industry trends.
- Sets division financial goals, participating in forecasting divisional projections, tracking financial activities, statistical reporting, and prioritizing activities within the Division in accordance with all department and City policies and procedures.
- Creates and executes annual budget in accordance with all department and City policies and procedures.
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- Monitors and operates within the Division's expenses as allocated in the Department's budget and works to attain revenues as projected in the budget.
- Implements purchasing, inventory of supplies, and reconciliation in accordance with department and City policies and procedures.
- Responsible for collaborating with department colleagues on promoting all activities in City produced program guides.
- Demonstrates, leads, supports, and administers the Department's mission statement, vision, core values, policies and procedures.
- Works with the Parks and Recreation Department senior staff in implementing program policy related to all operations and programming.
- Assures that safety standards and precautions are followed in recreation and facility management activities.
- Prepares specifications for new equipment and material and to recommend items for purchase.
- Assists in developing recommendations for improvements to policies and procedures.
- Helps prepare annual program budget; analyzes and evaluates costs; coordinates program purchasing requirements; reviews and monitors budget appropriations.
- Researches and drafts proposals and reports for the Division, relevant boards and committees of the city, news media, and City Council..
- Works closely with other departments in providing necessary information to coordinate the related to building Maintenance.
- Assists in developing recommendations for improvements to policies and procedures.
- Researches and drafts proposals and reports.
- Maintains a proactive approach to safety and risk management.
- Performs other duties as needed or assigned.

MINIMUM REQUIREMENTS OF WORK:

- Must possess a bachelor's degree from an accredited college or university in Recreation and Park Administration or a substantially similar area. **~AND~**
- Must possess two (2) or more years of work experience managing a community recreation center including management of staff, operations, and facilities. **~OR~**
- Must possess seven (7) or more years of experience working in the field of parks, recreation, or leisure with evidence of three (3) or more years of experience in a management/supervisory capacity.
- Experience with recreation software (RecTrac) is preferred.
- Certification as a Certified Park and Recreation Professional (CPRP) is preferred.
- Must possess a valid driver's license and a safe driving record.
- Must possess current First Aid/CPR certifications or be willing to acquire and present active certifications as a condition of employment within six (6) months of hire.
- **Knowledge, skills, and abilities in the following areas:**
 - Considerable knowledge of the philosophy principles and practices of public recreation.
 - Ability to select, assign, train and supervise the work of employees engaged in the center, as well as engaging volunteers when applicable.
 - Ability to plan, evaluate, organize and direct an adequate well-rounded program of services adapted to community preference and needs.
 - Excellent verbal and written communication skills, including presentation skills.
 - Working knowledge of theory, techniques and applications of municipal management.
 - Must possess strong working knowledge of sailing and boating operations.
 - Ability to establish and maintain effective working relationships with a diverse group of "clients" and staff throughout the City and outside the organization.
 - Ability to learn, understand and incorporate City ordinances, rules, regulations and procedures into daily activities.

- Ability to maintain effective working relationships with other staff and the general public.
- Thorough knowledge of principles, practices, and methods of community recreation center programming, operations and maintenance.
- Ability to prepare work assignments, summaries, and reports.
- Ability to converse in theory, principles, and methods of effective and persuasive speaking, voice, and diction, phonetics, and discussion and debate.
- Ability to work on multiple projects at one time, some of which may have conflicting deadlines and/or priorities.
- Ability to identify problems and develop, propose and implement solutions.
- Ability to facilitate meetings and lead special project teams.
- Ability to read, understand and interpret manuals, ordinances, policies and procedures, ordinances, statues, rules, regulations, journals, newspapers, memos, letters, reports, financial reports and legal documents.
- Ability to speak before audiences with poise, voice control and confidence, using proper grammar and vocabulary appropriate to the audience.
- Self-motivated, disciplined, organized, and reliable.
- Innovative, creative, resourceful and independent thinking.
 - Possess excellent verbal and written communication skills.

PHYSICAL REQUIREMENTS OF WORK:

Ability to work outdoors, occasionally, in a variety of weather conditions such as extreme cold, high winds, rain, snow, sleet, high temperatures and humidity.

Environmental conditions include performing activities both inside and outside; no environmental hazards indicated.

SUPERVISION:

Under the general guidance of the Director of Parks and Recreation or his/her designee, work is performed with independence and minimal supervision. Collaborates and works with other division and department staff at all levels and uses the necessary resources in other departments and divisions to execute work. Division Manager identifies and completes specific projects identified and created by nature of the duties and responsibilities. Direct supervision is provided by an Assistant Director of the Parks and Recreation Department, and performance is reviewed through observation, completion of projects, status reports, conferences and meetings. Division Manager is responsible for prioritizing work tasks, and for identifying and utilizing the appropriate resources to resolve a problem or situation and/or research and analyze specific data. Division Manager is responsible for planning, directing, coordinating and managing support, administrative services, and activities in the program areas listed above. Guidance is provided through the City Code, departmental policies, City operating practices and procedures, and other resources as applicable to the specific goals and this classification standard. Work is evaluated at least annually, with respect to managing staff, problem solving abilities, customer service, written and verbal communication skills, and performance in accordance with the classification standard.

PUBLIC CONTACT:

The employee has regular and frequent contact with division and department employees and other City employees as well as regular contact with community residents and representatives; and members of the public and representatives of other agencies, including elected officials.

SELECTION METHOD

Qualifications Assessment
Structured Oral Interview

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of

income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-866-2916 (voice) or 847-448-8052 (TTY).