

Additional information and the application are available on the City's website www.cityoflewistown.com or job service. Completed applications must be submitted to City of Lewistown, Attention: Human Resources by April 14, 2023.

JOB POSTING

TITLE: Park and Recreation Director

ACCOUNTABLE TO: City Manager

Wages and Benefits: the wage for this position will be \$55,000 to \$60,000 per year depending on experience. This position is full time and the work is done between the hours of 7 am and 5 pm. City of Lewistown provides health insurance, paid time off and other benefits. Retirement is required. There is a one-year probationary period.

PRIMARY OBJECTIVE OF POSITION: Under Administrative direction, performs a variety of complex professional and administrative work in planning, developing, scheduling, directing, and implementing a year-round, city-wide parks and recreation programming. Oversees day to day operations of the pool, Civic Center, parks, trails and other recreational facilities.

ESSENTIAL JOB FUNCTIONS: Provides leadership and direction in the development of recreational programming. Must possess the ability to analyze, evaluate and understand budgets; prepare data and reports and make presentations to boards, commissions, civic groups and the general public. Physical requirements are generally limited to bending, stooping, walking, standing and lifting of moderate weights up to 30lbs. May perform work in uncontrollable working conditions of heat, cold, and dampness. Must possess a valid Montana Driver's License. Must be able to complete course and become a certified pool operator within 18 months of hire.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS: Responsible for overall supervision and direction of employees of park and recreation department. This includes workers performing seasonal or contract work and volunteers of the department.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Possess a degree in recreation, education or physical education including course work in organization and administration. Five years of progressively responsible experience in parks and recreation programs or any equivalent combination of education and experience.