

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Director of Parks and Recreation
DEPARTMENT: Parks and Recreation
DIVISION: Administration
WORK SCHEDULE: 37.5 hours per week, nights and weekends as required
JOB CATEGORY: PAT (Professional, Administrative, Technological)
STATUS: Full-Time
FLSA STATUS: Exempt
DATE WRITTEN:
DATE REVISED: February 2014

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Director of Parks and Recreation is the chief executive officer of the Parks & Recreation Department. The Director of Parks and Recreation is responsible for implementation of agency policy and the overall management of the park and recreation system. S/he shall oversee all divisions of the Parks & Recreation Department in regard to recreation programming, personnel management, facility development and business management.

ESSENTIAL FUNCTIONS / RESPONSIBILITIES

General Administration

Direct the activities of the Parks & Recreation Department in accordance with the Indiana Park Law and the policies established by the Park Board.

Recommend policies, plans and programs, and provide the Park Board with information necessary to the Board's policy-making functions.

Supervise the provision of a broad program of recreation that meets the needs and desires of community residents.

Organize and supervise an efficient administrative organization for the Parks & Recreation Department.

Develop, review, analyze and implement operational procedures required to effectively manage day-to-day operations and implement Board approved policies.

Oversee the development and maintenance of all department parks and facilities to meet the needs of the community.

Oversee the development and operation of the revenue facilities of the department.

Planning

Oversee the recommended goals and objectives for the Parks & Recreation Department operation, based on the Park Comprehensive Plan, and develop strategies for achieving these goals and objectives.

Be aware of and represent the Parks & Recreation Department in all matters pertaining to zoning changes, land development, and related concerns which affect the Parks & Recreation Department's current and future interests.

Make recommendations to the Park Board concerning land acquisition and facility development. These

recommendations shall reflect thorough analysis of available department resources, competing, and current public needs and projected community needs.

Coordinate the development of the Parks & Recreation Department's Strategic Plan and a comprehensive capital improvements program. Conduct and/or supervise any research, surveys and feasibility studies necessary for development of these plans and programs. Work in conjunction with consultants as deemed appropriate.

Work with the Park Board and citizen committees and implement methods of involving the public in the Parks & Recreation Department's planning/decision making process.

Finance

Develop and recommend to the Board a five year financial plan and the yearly working budget, and appropriation ordinance, following a specific timeline.

Exercise sound fiscal management by reviewing and analyzing current fiscal conditions and projecting financial needs and resources.

Plan and coordinate efforts to receive federal, state and local funds to assist the Department's operations. Supervise preparation of requests for grants from various state and federal programs related to parks and recreation.

Personnel

Conduct staff meetings, establish staff training programs, supply the staff with significant information from professional and technical publications, and explain and interpret Park Board policy to the staff, all to the end of enhancing staff capabilities and maintaining open and effective staff relations.

Act as the official means of communication between the employees of the Department and the Park Board.

Select or assist in the selection of administrative and supervisory personnel.

Develop and coordinate an effective personnel administration program that includes, job descriptions, evaluation procedures, clear performance standards and salary plans.

Work with Park Board and staff in determining current and future staffing needs and appropriate personnel organization.

Public Relations

Maintain good relations with the public, accurately represent to the Park Board the needs of various groups within the community. Develop, maintain and supervise an effective program for handling citizen complaints and inquiries.

Develop and maintain a comprehensive marketing program to promote the Department's image, parks, facilities, programs and community events.

Act as the representative of the Parks & Recreation Department in providing information to the news media in supplying information to the public concerning Park Board policies.

Ensure the Parks & Recreation staff members have the ability to provide and understand the importance of maintaining courteous relations with the public.

Promote greater understanding and support of Parks & Recreation activities by participating and representing the Department at various governmental, civic and community functions.

Political

Become thoroughly familiar with the Indiana Park Law and Department policies. Be aware of other federal, state and local statutes and ordinances, both existing and proposed, which affect Department operations.

Establish a program of efficient intergovernmental cooperation, and maintain continuing cooperative relationships with staff, appointed and elected officials of other governmental units.

Work with Park Board attorney in conjunction with the Park Board establishing policies, procedures and directives in handling of Department legal matters.

Safety, Health, and Loss Control

Support and promote or cause to be changed all policies relating to safety, health and loss control as accepted by the Park Board.

Require all responsible personnel to provide regular timely reports and summaries of incidents within the realm of safety, health, and loss control.

Require and ensure that personnel employed by the Parks & Recreation Department support, promote or cause to be changed all policies and procedures adopted by the Park Board relating to issues of safety, health and loss control.

Professional

Initiate or maintain membership in significant professional organizations, and participate in workshops, conferences, seminars and programs designed to promote professional development.

MARGINAL FUNCTIONS/RESPONSIBILITIES

Review proposed city & state legislation; maintain contact with local/state legislators enlisting their support when possible in meeting the Parks & Recreation Department's needs for legislative action on a variety of issues. Be aware of new developments, trends and innovation in professional management of parks and recreation service systems.

OTHER RESPONSIBILITIES

Other job related duties as assigned.

PHYSIOLOGICAL CONSIDERATIONS

The Director of Parks and Recreation may feel added pressure from being held responsible for the daily operations, financial accountability, and personnel of the Parks & Recreation Department.

The Director of Parks and Recreation must be able to handle questions, complaints and concerns from the public and from employees in a professional manner.

The Director of Parks and Recreation must be able to work with co-workers.

The Director of Parks and Recreation must be able to handle crisis situations.

The Director of Parks and Recreation must be able to drive to required meetings, workshops and district facilities.

The Director of Parks and Recreation is on-call 24 hours per day.

ENVIRONMENTAL CONSIDERATIONS

The Director of Parks and Recreation will perform responsibilities indoors and outdoors.

Lighting, temperature, and weather conditions may impact how the Director of Parks and Recreation performs her/his duties.

The Director of Parks and Recreation may be subject to outdoor weather conditions when she/he must drive to meetings, workshops and other district facilities.

COGNITIVE CONSIDERATIONS

The Director of Parks and Recreation must be able to follow direction given by the Park Board and complete responsibilities as described.

The Director of Parks and Recreation must exhibit good analytical skills and problem-solving ability in completing responsibilities.

The Director of Parks and Recreation must use good judgment.

MANDATORY QUALIFICATIONS

Excellent organizational skills and ability to show high level of performance.

Knowledge of fiscal procedures and budgetary planning.

Knowledge of efficient personnel management techniques.

Skill in oral and written communications.

Computer fluency and a working knowledge of basic accounting software.

Ability to work with minimum supervision.

Ability to perform duties with substantial initiative and creativity.

Ability to perform duties with sound judgment, persistence, integrity, tact and courtesy.

Ability to communicate and work effectively with the public, media, Park Board and staff.

Skill to evaluate Parks & Recreation programs and operations.

Ability to get others to accomplish tasks, move in a certain direction or influence their direction of thought.

Commitment to and passion for parks and recreation.

Must be able to attend frequent meetings, workshops, and conferences during non-business hours.

Possession of a valid Indiana driver's license.

Submit to and successfully pass a criminal background check.

DESIRED QUALIFICATIONS

Certification as a Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) with the National Recreation and Park Association.

Certification as a Certified Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO).

Working knowledge of rules, regulations, and ordinances pertaining to recreation programs and facilities.

Ability to understand the recreation needs of the community and to formulate programs designed to meet these needs.

Thorough knowledge of the theory and philosophy of recreation and the ability to interpret this philosophy to others.

Ability to develop, organize and direct a comprehensive community recreation program.

Ability to develop, organize and direct a program of acquisition, construction and maintenance of park areas and facilities.

PREFERRED EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university with major course work in parks and recreation administration, or a closely related field. A comparable amount of directly related experience may be substituted for the minimum educational requirements. Master's degree preferred.

The Director of Parks and Recreation must possess 6-8 years of related parks & recreation experience; at least 5 years of experience serving as a parks & recreation director or assistant director.

The Director of Parks and Recreation reports directly to the Mayor and Park Board.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Director of Parks and Recreation describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Assistant Director of Parks and Recreation
DEPARTMENT: Parks and Recreation
DIVISION: Administration
WORK SCHEDULE: 37.5 hours per week, nights and weekends as required
JOB CATEGORY: PAT (Professional, Administrative, Technological)
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN: March 2008
DATE REVISED: September 2011

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as the Assistant Director for the Parks and Recreation Department, responsible for the management and supervision of all department recreation programs and management of the day to day operations of the Franklin Cultural Arts & Recreation Center. Also oversees facility operations of the Franklin Active Adult Center, Palmer Park Community Center, Wonder Five Center and Beeson Hall.

DUTIES

Supervises and directs assigned personnel, including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ensures assigned personnel receive information and training regarding City personnel policies, including prevention of discrimination and sexual harassment, and safety/health policies and precautions, including blood borne pathogens control, First Aid and CPR.

Oversees the planning and implementation of a diversified recreation program for the community. Includes assessing citizen needs/interests, developing short and long range plans, soliciting/utilizing volunteers, conducts staff training sessions, evaluating programs and recommending new programs/activities as needed.

Works with the Department facility maintenance team to effectively operate and manage department facilities.

Maintains various detailed records as required, such as personnel time sheets, activity schedules, participation/attendance, fee receipts, accident/injuries, facility inspections and programs/incidents. Assists in compiling reports as required.

Responds to public complaints and inquiries, providing information and resolving problems as requested.

Prepares and manages program related budgets, including financial projections, event & program budgets, expenditures and financial record maintenance. Assists in assessing Department needs and developing long range goals, objectives and budget.

Maintains current knowledge of trends and developments in the parks and recreation field, including reading professional publications and periodically attends seminars.

Manages all Department athletic programs including Scott Park operations and CARC climbing wall operations.

Assists the Director of Parks and Recreation in the administration of the Parks and Recreation Department and performs related duties as assigned. Acts as the Director of Parks and Recreation in his/her absence.

JOB REQUIREMENTS

Bachelor's Degree in Parks & Recreation or related area and 3-5 years of related experience, or equivalent of education and experience.

Thorough knowledge of and ability to make practical application of principles and practices of recreation program management, financial management and budgeting, city policies against discrimination and sexual harassment, and various City and OSHA safety and health policies and procedures, including First Aid, CPR and blood borne pathogens.

Ability to supervise and direct assigned personnel including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ability to effectively communicate orally and in writing with co-workers, other City department, school personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports and properly operate various office equipment, such as computer, printer, copier, cash register, adding and fax machines and multi-phone line telephone.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods and work on several tasks at the same time, often under time pressure.

Ability of make simple arithmetic additions and subtractions, and assist in preparing and managing program area budgets.

Ability to physically perform assigned duties, including sitting and/or walking/standing for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, bending at waist, reaching, handling/grasping objects, climbing stairs and close vision.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travels out of town, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK

Incumbent's duties are somewhat broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in supervising and directing personnel, managing concession operations and ensuring compliance with Department rules and safety policies and procedures.

RESPONSIBILITY

Incumbent performs various management and supervisory functions according to Department goals, objectives, policies and procedures and standards of the professional field. Incumbent discusses with supervisor unusual and/or unprecedented situations, such as potential legal problems and issues effecting the entire Department. Incumbent's work is reviewed primarily for soundness of judgment, appropriate supervision or direction of

assigned operations, and effect on Department goals and objectives.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, and the public for purposes of exchanging and explaining information, coordinating operations and activities, supervising and directing personnel and resolving problems.

Reports directly to the Director of Parks and Recreation.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office, outdoors and in a vehicle sitting and/or standing for long periods, lifting/carrying objects weighing less than 50 pounds, reaching, handling/grasping and close vision. Incumbent may be exposed to traffic, noise, communicable diseases, extreme temperatures and inclement weather. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

Incumbent occasionally works extended evening and/or weekend hours, and occasionally travels out of town, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Assistant Director for the Parks and Recreation Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Aquatics Director
DEPARTMENT: Parks and Recreation
DIVISION: Recreation
WORK SCHEDULE: 37.5 hours per week, nights, weekends and holidays required (hours may vary)
JOB CATEGORY: PAT (Professional, Administrative, Technological)
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN: July 2014
DATE REVISED:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as the Aquatics Director for the Parks and Recreation Department, responsible for the planning, development, marketing, implementation, evaluation and supervision of the Department's aquatics programs/events. Incumbent is also responsible for the management and day to day operations of the Franklin Family Aquatic Center.

DUTIES

Supervises and directs assigned personnel, including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ensures assigned personnel receive information and training regarding City personnel policies, including prevention of discrimination and sexual harassment, and safety/health policies and precautions, including blood borne pathogens control, First Aid and CPR.

Plans and implements a comprehensive series of aquatic programs for the community including but not limited to: learn to swim programs, swim teams, water fitness classes, special populations programs, community open swim times, lap swimming and aquatic special events.

Manages the day to day operations of the Franklin Family Aquatic Center. This includes facility management, public swim sessions, private pool rentals, birthday parties and special events. Coordinates with the Park Operations Division for seasonal start-up and close-down of the facility. Coordinates maintenance needs with the Parks Operations Division.

Coordinate aquatic center operations and maintenance to ensure proper water conditions, pump and filter maintenance and all mechanical system of the pools. Coordinate inspections of the pools, water features and equipment regularly and recommend improvements. Direct and supervise the maintenance of pool chemistry to include ordering of chemicals, daily pool testing and reporting of readings in order to promote a safe and clean environment.

Works with the department's Marketing and Communications Coordinator to include seasonal brochure development and the creation of various marketing tools to promote aquatics programs and facilities.

Maintains various detailed records as required, such as personnel time sheets, activity schedules,

participation/attendance, fee receipts, accident/injuries, and programs/incidents. Assists in compiling reports as required.

Responds to public complaints and inquiries, providing information and resolving problems as requested.

Prepares and manages facility and program related budgets, including financial projections, program budgets, expenditures, daily income and financial record maintenance. Assists in assessing aquatics programming & facility needs and developing long range goals, objectives and budget.

Maintains current knowledge of trends and developments in the parks and recreation and aquatics field, including reading professional publications and periodically attends seminars.

Performs related duties as assigned.

JOB REQUIREMENTS

Bachelor's Degree in Parks & Recreation, Aquatics or related area and 2-3 years of related experience, or equivalent of education and experience. Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification preferred.

American Red Cross Lifeguard, First Aid, CPR and AED certification required. American Red Cross Water Safety Instructor (WSI), Lifeguard Instructor (LGI) and First Aid/CPR Instructor certifications preferred but not required.

Thorough knowledge of and ability to make practical application of principles and practices of aquatics program management, facility management, financial management and budgeting, city policies against discrimination and sexual harassment, and various City and OSHA safety and health policies and procedures, including First Aid, CPR and blood borne pathogens.

Ability to supervise and direct assigned personnel including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ability to effectively communicate orally and in writing with co-workers, other City department, school personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports and properly operate various office equipment, such as computer, printer, copier, cash register, adding and fax machines and multi-phone line telephone.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods and work on several tasks at the same time, often under time pressure.

Ability to make simple arithmetic additions and subtractions, and assist in preparing and managing program area budgets.

Ability to physically perform assigned duties, including sitting and/or walking/standing for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, bending at waist, reaching, handling/grasping objects, climbing stairs and close vision.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Ability to work extended, evening, holiday and/or weekend hours, and occasionally travels out of town, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK

Incumbent's duties are somewhat broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in supervising and directing personnel, managing aquatic operations and ensuring compliance with Department rules and safety policies and procedures.

RESPONSIBILITY

Incumbent performs various management and supervisory functions according to Department goals, objectives, policies and procedures and standards of the professional field. Incumbent discusses with supervisor unusual and/or unprecedented situations, such as potential legal problems and issues effecting the entire Department. Incumbent's work is reviewed primarily for soundness of judgment, appropriate supervision or direction of assigned operations, and effect on Department goals and objectives.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, and the public for purposes of exchanging and explaining information, coordinating operations and activities, supervising and directing personnel and resolving problems.

Reports directly to the Assistant Director of Parks and Recreation.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office, outdoors and in a vehicle sitting and/or standing for long periods, lifting/carrying objects weighing more than 50 pounds, reaching, handling/grasping and close vision. Incumbent may be exposed to traffic, noise, communicable diseases, extreme temperatures and inclement weather. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

Incumbent occasionally works extended evening, holiday and/or weekend hours, and occasionally travels out of town, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Aquatics Director for the Parks and Recreation Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____ No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Business Services Director
DEPARTMENT: Parks and Recreation
DIVISION: Administration
WORK SCHEDULE: 37.5 hours per week, nights, weekends as required
JOB CATEGORY: PAT (Professional, Administrative, Technological)
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN: August 2006
DATE REVISED: August 2009

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as the Business Services Director for the Parks and Recreation Department, responsible for the supervision and coordination of the business functions of the Parks and Recreation Department according to the policies set forth by the State Board of Accounts, Clerk-Treasurer's Office and the Park and Recreation Board while ensuring that the highest quality of customer service is provided.

DUTIES

Evaluates business operations of all major facilities and programs and makes recommendations to the managers of those facilities and programs. Oversees monthly and yearly financial reports and the business procedures of programs and facilities. Advises and works with facility and program managers on business operations for programs and facilities.

Oversees the accounting and clerical operations of the department.

Implements and ensures compliance with departmental financial policies and procedures.

Assists in the development of department budget and non-reverting budgets. This requires working with facility and program managers to determine needs and establish individual cost center budgets.

Oversees a department internal cash auditing process for all major facilities and programs.

Oversees the development and distribution of computerized financial reports for department facilities and programs. Monitors budgets and consults with the Director and managers on a monthly or as needed basis.

Communicates and trains department leaders as to computer interfaces and tools, accounting and budgeting applications, and policies and procedures. Explains and interprets information system reports and applications.

Oversees insurance matters for the department working within City's guidelines. Oversees an inventory control system for department facilities, equipment and supplies.

Responsible for the department's revenue. Oversees balancing daily bank deposits to RecTrac and entry of revenue into the City's financial software. Keeps multiple spreadsheets tracking revenue and works with the State Board of Accounts and Clerk-Treasurer's Office regarding the department's revenue. Works with managers to assist them in setting and attaining revenue goals.

Responsible for accounts payable functions of the department. Oversees claims processing in coordination with the schedule and procedures adopted by the Clerk-Treasurer's Office.

Oversees the human resources functions of the department. Oversees department payroll and time keeping procedures and works closely with the City Payroll Coordinator in establishing new employees into the city payroll system.

Serves as the primary liaison for the Parks and Recreation Department in matters related to computer hardware, software and networking.

Keeps abreast of the latest accounting principles/practices and information system applications.

Responsible for knowledge and understanding of the daily operations of the administrative offices of the Parks and Recreation Department. This includes but is not limited to: ability to answer customer questions/complaints, basic knowledge of RecTrac registration software, knowledge about facility rentals and reservations and willingness to assist office staff in these daily tasks as needed.

All other duties needed for efficient operation of the business/administrative/customer service areas of the department, including but not limited to requests/tasks assigned from the Director or Assistant Director of the Parks and Recreation Department.

JOB REQUIREMENTS

Bachelor's Degree in Parks & Recreation, Business, Accounting, Finance or related area. At least 3-5 years of business / accounting experience, or equivalent of education and experience. Extensive computer skills with the creation of spreadsheets and financial reports are necessary. Experience in governmental accounting practices is a plus.

Thorough knowledge of and ability to make practical application of principles and practices of governmental accounting and business management, financial management and budgeting, city policies against discrimination and sexual harassment, and various City and OSHA safety and health policies and procedures, including First Aid, CPR and blood borne pathogens.

Ability to supervise and direct assigned personnel including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ability to effectively communicate orally and in writing with co-workers, other City department, school personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports and properly operate various office equipment, such as computer, printer, copier, cash register, adding and fax machines and multi-phone line telephone.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods and work on several tasks at the same time, often under time pressure.

Ability of make simple arithmetic additions and subtractions, and assist in preparing and managing department budgets.

Ability to physically perform assigned duties, including sitting and/or walking/standing for long periods, lifting/carrying objects weighing more than 20 pounds, pushing/pulling objects, bending at waist, reaching, handling/grasping objects, climbing stairs and close vision.

Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK

Incumbent's duties are somewhat broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in supervising and directing personnel, managing concession operations and ensuring compliance with Department rules and safety policies and procedures.

RESPONSIBILITY

Incumbent performs various management and supervisory functions according to Department goals, objectives, policies and procedures and standards of the professional field. Incumbent discusses with supervisor unusual and/or unprecedented situations, such as potential legal problems and issues effecting the entire Department. Incumbent's work is reviewed primarily for soundness of judgment, appropriate supervision or direction of department business operations, and effect on Department goals and objectives.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, and the public for purposes of exchanging and explaining information, coordinating operations and activities, supervising and directing personnel and resolving problems. Must interact well with all full-time, and part-time/seasonal department staff as well as with members of department of City government.

Reports directly to the Director of Parks and Recreation.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office, outdoors and in a vehicle sitting and/or standing for long periods, lifting/carrying objects weighing less than 20 pounds, reaching, handling/grasping and close vision. Incumbent may be exposed to traffic, noise, communicable diseases, extreme temperatures and inclement weather. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Business Services Director for the Parks and Recreation Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Community Events and Program Director
DEPARTMENT: Parks and Recreation
DIVISION: Recreation
WORK SCHEDULE: 37.5 hours per week, nights, weekends as required
JOB CATEGORY: PAT (Professional, Administrative, Technological)
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: February 2010

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as the Community Events & Programs Director for the Parks and Recreation Department, responsible for the planning, development, marketing, implementation, evaluation and supervision of Department community events. Incumbent also oversees the Department's community related programs including the preschool and summer camp programs and community theater programs.

DUTIES

Supervises and directs assigned personnel, including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ensures assigned personnel receive information and training regarding City personnel policies, including prevention of discrimination and sexual harassment, and safety/health policies and precautions, including blood borne pathogens control, First Aid and CPR.

Plans and implements diversified community events for the community. Includes assessing citizen needs/interests, developing short and long range plans, soliciting/utilizing volunteers, conducts staff training sessions, evaluating programs and recommending new programs/activities as needed.

Works with the Department marketing & public relations coordinator to include seasonal brochure development and the creation of various marketing tools.

Works closely with interest groups in the community regarding community events, including Discover Downtown Franklin, Artcraft Theater, Franklin Community Schools, and Franklin Chamber of Commerce and like groups.

Maintains various detailed records as required, such as personnel time sheets, activity schedules, participation/attendance, fee receipts, accident/injuries, and programs/incidents. Assists in compiling reports as required.

Responds to public complaints and inquiries, providing information and resolving problems as requested.

Prepares and manages program related budgets, including financial projections, event & program budgets, expenditures and financial record maintenance. Assists in assessing Department needs and developing long range goals, objectives and budget.

Maintains current knowledge of trends and developments in the parks and recreation field, including reading professional publications and periodically attends seminars.

Performs related duties as assigned.

JOB REQUIREMENTS

Bachelor's Degree in Parks & Recreation or related area and 1-3 years of related experience, or equivalent of education and experience.

Thorough knowledge of and ability to make practical application of principles and practices of recreation program management, financial management and budgeting, city policies against discrimination and sexual harassment, and various City and OSHA safety and health policies and procedures, including First Aid, CPR and blood borne pathogens.

Ability to supervise and direct assigned personnel including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ability to effectively communicate orally and in writing with co-workers, other City department, school personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports and properly operate various office equipment, such as computer, printer, copier, cash register, adding and fax machines and multi-phone line telephone.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods and work on several tasks at the same time, often under time pressure.

Ability of make simple arithmetic additions and subtractions, and assist in preparing and managing program area budgets.

Ability to physically perform assigned duties, including sitting and/or walking/standing for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, bending at waist, reaching, handling/grasping objects, climbing stairs and close vision.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travels out of town, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK

Incumbent's duties are somewhat broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in supervising and directing personnel, managing concession operations and ensuring compliance with Department rules and safety policies and procedures.

RESPONSIBILITY

Incumbent performs various management and supervisory functions according to Department goals, objectives, policies and procedures and standards of the professional field. Incumbent discusses with supervisor unusual and/or unprecedented situations, such as potential legal problems and issues effecting the entire Department.

Incumbent's work is reviewed primarily for soundness of judgment, appropriate supervision or direction of assigned operations, and effect on Department goals and objectives.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, and the public for purposes of exchanging and explaining information, coordinating operations and activities, supervising and directing personnel and resolving problems.

Reports directly to the Assistant Director.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office, outdoors and in a vehicle sitting and/or standing for long periods, lifting/carrying objects weighing less than 50 pounds, reaching, handling/grasping and close vision. Incumbent may be exposed to traffic, noise, communicable diseases, extreme temperatures and inclement weather. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

Incumbent occasionally works extended evening and/or weekend hours, and occasionally travels out of town, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Community Events and Program Director for the Parks and Recreation Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____ No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Facilities/Human Resources Coordinator
DEPARTMENT: Parks and Recreation
DIVISION: Administration
WORK SCHEDULE: 37.5 hours per week, nights and weekends as required
JOB CATEGORY: PAT (Professional, Administrative, Technological)
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: February 2010

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as the Facilities / HR Coordinator for the Parks and Recreation Department, responsible for facility reservations, including Beeson Hall operations and human resource functions for the department. Also assists in the following areas of the department: business operations, community events and athletic program facility management and programming.

DUTIES

Supervises and directs assigned personnel, including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ensures assigned personnel receive information and training regarding City personnel policies, including prevention of discrimination and sexual harassment, and safety/health policies and precautions, including blood borne pathogens control, First Aid and CPR.

Oversees the management and scheduling of Beeson Hall including working with potential clients and the department approved caterer.

Coordinates facility reservation process for all facilities in the department including shelters, picnic sites, and gymnasiums, rooms, swimming, Palmer Park Center, Wonder Five Center, Active Adults Center, gazebos, ball diamonds, Rose Garden, gazebos and Greenway Trail scheduling.

Coordinates all human resources functions including: initial hiring procedures, payroll processing and tracking, and financial reporting.

Assists program area directors with the coordination of athletic programs and athletic facility management as well as assists with department community events and programs.

Maintains various detailed records as required, such as personnel time sheets, activity schedules, participation/attendance, fee receipts, accident/injuries, and programs/incidents. Assists in compiling reports as required.

Responds to public complaints and inquiries, providing information and resolving problems as requested.

Prepares and manages facility related budgets, including financial projections, event & program budgets, expenditures and financial record maintenance.

Performs related duties as assigned.

JOB REQUIREMENTS

Bachelor's Degree in Parks & Recreation, Business, Human Resources or related area and 1-3 years of related experience, or equivalent of education and experience.

Thorough knowledge of and ability to make practical application of principles and practices of recreation program management, financial management and budgeting, city policies against discrimination and sexual harassment, and various City and OSHA safety and health policies and procedures, including First Aid, CPR and blood borne pathogens.

Ability to supervise and direct assigned personnel including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ability to effectively communicate orally and in writing with co-workers, other City department, school personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports and properly operate various office equipment, such as computer, printer, copier, cash register, adding and fax machines and multi-phone line telephone.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods and work on several tasks at the same time, often under time pressure.

Ability of make simple arithmetic additions and subtractions, and assist in preparing and managing program area budgets.

Ability to physically perform assigned duties, including sitting and/or walking/standing for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, bending at waist, reaching, handling/grasping objects, climbing stairs and close vision.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations. Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK

Incumbent's duties are somewhat broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in supervising and directing personnel, managing concession operations and ensuring compliance with Department rules and safety policies and procedures.

RESPONSIBILITY

Incumbent performs various management and supervisory functions according to Department goals, objectives, policies and procedures and standards of the professional field. Incumbent discusses with supervisor unusual and/or unprecedented situations, such as potential legal problems and issues effecting the entire Department. Incumbent's work is reviewed primarily for soundness of judgment, appropriate supervision or direction of assigned operations, and effect on Department goals and objectives.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, and the public for purposes of

exchanging and explaining information, coordinating operations and activities, supervising and directing personnel and resolving problems.

Reports to the Director of Parks and Recreation.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office, outdoors and in a vehicle sitting and/or standing for long periods, lifting/carrying objects weighing less than 50 pounds, reaching, handling/grasping and close vision. Incumbent may be exposed to traffic, noise, communicable diseases, extreme temperatures and inclement weather. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

Incumbent occasionally works extended evening and/or weekend hours, and occasionally travels out of town, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Facilities / HR Coordinator for the Parks and Recreation Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Marketing and Public Relations Coordinator
DEPARTMENT: Parks and Recreation
DIVISION: Administration
WORK SCHEDULE: 37.5 hours per week, nights and weekends as required
JOB CATEGORY: PAT (Professional, Administrative, Technological)
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN: February 2010
DATE REVISED:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as the Marketing and Public Relations Coordinator for the Parks and Recreation Department, responsible for the creation of a variety of visual and written marketing materials to promote the department's activities and facilities through the development and implementation of a comprehensive marketing and social media plan. Incumbent also assists with all Department community events.

DUTIES

Duties include: typesetting, design, layout and distribution of the department's FUN Guide, monthly e-newsletter and monthly active adults newsletter; creating marketing brochures, flyers, and displays for department services and programs; working with the Chamber of Commerce on tourism and promotion of Franklin Parks; preparing coordinating and disseminating press releases, public service announcements and flyers; creating a variety of graphic needs; maintaining photo and video inventory; coordinating presentations to local groups, program publicity; and creating and maintaining sponsorships and partnerships for department programs and community events.

Works closely with the parks administrative team in the creation and implementation of a department-wide marketing strategy to promote parks & recreation throughout the community.

Oversees the evaluation process of department programs and facilities including creating on-line evaluation tools to advance organizational goals & objectives.

Serves as the department's social media administrator and manages the department's on-line presence through various social media including Facebook, Instagram, Twitter and similar outlets.

Works closely with partners to cross market and partner to effectively market parks and recreation program and facilities throughout the area.

Works closely with the parks administrative team to create and maintain an effective marketing and branding campaign to promote community events & programs in Franklin.

Assists with community events in the department. Performs related duties as assigned.

JOB REQUIREMENTS

Bachelor's Degree in Parks & Recreation, Marketing, Journalism or related area and 1-3 years of related experience, or equivalent of education and experience.

Thorough knowledge of and ability to make practical application of principles and practices of recreation and tourism marketing, financial management and budgeting, city policies against discrimination and sexual harassment, and various City and OSHA safety and health policies and procedures, including First Aid, CPR and blood borne pathogens.

Ability to supervise and direct assigned personnel including interns and volunteers.

Ability to effectively communicate orally and in writing with co-workers, other City department, school personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports and properly operate various office equipment, such as computer, printer, copier, cash register, adding and fax machines and multi-phone line telephone.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods and work on several tasks at the same time, often under time pressure.

Ability of make simple arithmetic additions and subtractions, and assist in preparing and managing marketing area budgets.

Ability to physically perform assigned duties, including sitting and/or walking/standing for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, bending at waist, reaching, handling/grasping objects, climbing stairs and close vision.

Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK

Incumbent's duties are somewhat broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in supervising and directing personnel, managing concession operations and ensuring compliance with Department rules and safety policies and procedures.

RESPONSIBILITY

Incumbent performs various management and supervisory functions according to Department goals, objectives, policies and procedures and standards of the professional field. Incumbent discusses with supervisor unusual and/or unprecedented situations, such as potential legal problems and issues effecting the entire Department. Incumbent's work is reviewed primarily for soundness of judgment, appropriate supervision or direction of assigned operations, and effect on Department goals and objectives.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, and the public for purposes of exchanging and explaining information, coordinating operations and activities, supervising and directing personnel and resolving problems.

Reports directly to the Director of Parks and Recreation.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office, outdoors and in a vehicle sitting and/or standing for long periods, lifting/carrying objects weighing less than 50 pounds, reaching, handling/grasping and close vision. Incumbent may be exposed to traffic, noise, communicable diseases, extreme temperatures and inclement weather. Universal health/safety precautions must be followed at all times to avoid contamination/injury of

self and others.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Marketing and Public Relations Coordinator for the Parks and Recreation Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes_____No_____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Recreation Director
DEPARTMENT: Parks and Recreation
DIVISION: Recreation
WORK SCHEDULE: 37.5 hours per week, nights and weekends as required
JOB CATEGORY: PAT (Professional, Administrative, Technological)
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: September 2009

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as the Recreation Director for the Parks and Recreation Department, responsible for the planning, development, marketing, implementation, evaluation and supervision of Department recreation programs/activities for seniors, adults and youth to include cultural arts, physical activities, special interest classes and summer programs. Incumbent also manages all Department concession operations.

DUTIES

Supervises and directs assigned personnel, including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ensures assigned personnel receive information and training regarding City personnel policies, including prevention of discrimination and sexual harassment, and safety/health policies and precautions, including blood borne pathogens control, First Aid and CPR.

Plans and implements diversified recreation programs for the community. Includes assessing citizen needs/interests, developing short and long range plans, soliciting/utilizing volunteers, conducts staff training sessions, evaluating programs and recommending new programs/activities as needed.

Works with the Department marketing coordinator to include seasonal brochure development and the creation of various marketing tools.

Maintains various detailed records as required, such as personnel time sheets, activity schedules, participation/attendance, fee receipts, accident/injuries, and programs/incidents. Assists in compiling reports as required.

Responds to public complaints and inquiries, providing information and resolving problems as requested.

Prepares and manages program related budgets, including financial projections, event & program budgets, expenditures and financial record maintenance. Assists in assessing Department needs and developing long range goals, objectives and budget.

Maintains current knowledge of trends and developments in the parks and recreation field, including reading professional publications and periodically attends seminars.

Manages all Department concession operations including Recreation Center Café, Swimming Pool concessions

and Scott Park concessions.

Performs related duties as assigned.

JOB REQUIREMENTS

Bachelor's Degree in Parks & Recreation or related area and 3-5 years of related experience, or equivalent of education and experience.

Thorough knowledge of and ability to make practical application of principles and practices of recreation program management, financial management and budgeting, city policies against discrimination and sexual harassment, and various City and OSHA safety and health policies and procedures, including First Aid, CPR and blood borne pathogens.

Ability of supervise and direct assigned personnel including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ability of effectively communicate orally and in writing with co-workers, other City department, school personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports and properly operate various office equipment, such as computer, printer, copier, cash register, adding and fax machines and multi-phone line telephone.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods and work on several tasks at the same time, often under time pressure.

Ability of make simple arithmetic additions and subtractions, and assist in preparing and managing program area budgets.

Ability to physically perform assigned duties, including sitting and/or walking/standing for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, bending at waist, reaching, handling/grasping objects, climbing stairs and close vision.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travels out of town, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK

Incumbent's duties are somewhat broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in supervising and directing personnel, managing concession operations and ensuring compliance with Department rules and safety policies and procedures.

RESPONSIBILITY

Incumbent performs various management and supervisory functions according to Department goals, objectives, policies and procedures and standards of the professional field. Incumbent discusses with supervisor unusual and/or unprecedented situations, such as potential legal problems and issues effecting the entire Department. Incumbent's work is reviewed primarily for soundness of judgment, appropriate supervision or direction of

assigned operations, and effect on Department goals and objectives.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, and the public for purposes of exchanging and explaining information, coordinating operations and activities, supervising and directing personnel and resolving problems.

Reports directly to the Assistant Director of Parks and Recreation.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office, outdoors and in a vehicle sitting and/or standing for long periods, lifting/carrying objects weighing less than 50 pounds, reaching, handling/grasping and close vision. Incumbent may be exposed to traffic, noise, communicable diseases, extreme temperatures and inclement weather. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

Incumbent occasionally works extended evening and/or weekend hours, and occasionally travels out of town, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Recreation Director for the Parks and Recreation Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Park Operations Director
DEPARTMENT: Parks and Recreation
DIVISION: Park Operations
WORK SCHEDULE: 37.5 hours per week, nights and weekends as required
JOB CATEGORY: PAT (Professional, Administrative, Technological)
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN: September 2009
DATE REVISED:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as the Park Operations Director for the Parks and Recreation Department, responsible for the planning, development, implementation, scheduling, evaluation and supervision of the Park Operations Division of the Parks and Recreation Department; manages and develops outside contracts, vendors and project budgets; assures regulatory compliance and economy in all programs.

DUTIES

Plans, organizes and manages the maintenance, operation, inspection, installation and repair of facilities as assigned in the Park Operations Division; prepares work plans and schedules.

Supervises and manages safety training and work task procedures; assigns, supervises, trains, inspects and evaluates work of subordinate personnel; delegates field responsibilities and functions to subordinate staff.

Administers programs and processes and makes decisions in accordance with established rules and regulations, policies and procedures and guidelines; participates in the development of department/division rules, policies and procedures, goals and objectives and priorities.

Maintains records and prepares reports of work activities; collects data to coordinate program activities with other Parks and Recreation Department programs; oversees and inspects work of private contractors.

Investigates complaints and recommends corrective actions.

Assists in the preparation of the department budget; prepares and submits budget for assigned division and program areas; monitors budget expenditures; prepares cost estimates for maintenance, repair and program activities.

Evaluates equipment for purchase and assists in the development of specifications; orders materials and supplies; approves orders of materials and supplies by other staff associated with the division.

Conducts staff meetings with assigned staff; inspects work of assigned staff; conducts employee performance evaluations as required; recommends employee actions, including performance improvements, discipline, and salary adjustments; manages and approves time sheets, including overtime.

Collects data such as work requests/job orders, inventory, equipment replacement, purchasing, fixed assets, review plans and specifications for input into computerized programs; prepares and submits best management practices reports.

Performs the more complex or technical duties associated with program activities; operates all equipment associated with duties; keeps abreast of and maintains knowledge of latest technology and applications to the work.

Supervises and directs assigned personnel, including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ensures assigned personnel receive information and training regarding City personnel policies, including prevention of discrimination and sexual harassment, and safety/health policies and precautions, including blood borne pathogens control, First Aid and CPR.

Performs related duties as assigned.

JOB REQUIREMENTS

Bachelor's Degree in Parks & Recreation, Business, Construction Management or related area and 3-5 years of related experience, or equivalent of education and experience. Certified Playground Inspector certification and Aquatic Facility Operator Certification are required within six months of hire. Graduation from the NRPA Park Maintenance Management School preferred.

Thorough knowledge of and ability to make practical application of principles and practices of park maintenance management, financial management and budgeting, city policies against discrimination and sexual harassment, and various City and OSHA safety and health policies and procedures, including First Aid, CPR and blood borne pathogens.

Ability to supervise and direct assigned personnel including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ability to effectively communicate orally and in writing with co-workers, other City department, school personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports and properly operate various office equipment, such as computer, printer, copier, cash register, adding and fax machines and multi-phone line telephone.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods and work on several tasks at the same time, often under time pressure.

Ability to make simple arithmetic additions and subtractions, and assist in preparing and managing program area budgets.

Ability to physically perform assigned duties, including sitting and/or walking/standing for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, bending at waist, reaching, handling/grasping objects, climbing stairs and close vision.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travels out of town, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK

Incumbent's duties are somewhat broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in supervising and directing personnel, managing park operations and ensuring compliance with Department rules and safety policies and procedures.

RESPONSIBILITY

Incumbent performs various management and supervisory functions according to Department goals, objectives, policies and procedures and standards of the professional field. Incumbent discusses with supervisor unusual and/or unprecedented situations, such as potential legal problems and issues effecting the entire Department. Incumbent's work is reviewed primarily for soundness of judgment, appropriate supervision or direction of assigned operations, and effect on Department goals and objectives.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, and the public for purposes of exchanging and explaining information, coordinating operations and activities, supervising and directing personnel and resolving problems.

Reports directly to the Director of Parks and Recreation.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office, outdoors and in a vehicle sitting and/or standing for long periods, lifting/carrying objects weighing less than 50 pounds, reaching, handling/grasping and close vision. Incumbent may be exposed to traffic, noise, communicable diseases, extreme temperatures and inclement weather. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

Incumbent occasionally works extended evening and/or weekend hours, and occasionally travels out of town, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Park Operations Director for the Parks and Recreation Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Park/Grounds Maintenance Technician
DEPARTMENT: Parks and Recreation
DIVISION: Park Operations
WORK SCHEDULE: 37.5 hours per week, nights and weekends as required
JOB CATEGORY:
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: February 2015

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as the Park/Grounds Maintenance Technician for the Parks and Recreation Department, responsible for a variety of tasks in the maintenance and operation of department buildings, grounds, open spaces, special care areas, landscaping and parks. Incumbent is directly involved in providing hands-on service in landscaping, mowing, trimming, painting, repairing facilities, playground maintenance and performing general cleaning services.

DUTIES

Assists in landscaping work such as mowing/maintaining park and open spaces, downtown landscaping, streetscape and planting trees, shrubs, flowers, trimming and general grounds maintenance.

Assists in maintaining the family aquatic center, playgrounds, picnic areas, shelters, restrooms, greenway trails, athletic facilities, concession stands and other related department facilities.

Assists in facility maintenance to include painting, plumbing, construction and various other tasks.

Assists in performing custodial work in parks including cleaning and maintaining park restrooms, locking/unlocking facilities and trash collection/removal.

Performs related duties as assigned.

JOB REQUIREMENTS

High school diploma or equivalency and a minimum of 1 year of related experience, or equivalent of education and experience.

Thorough knowledge of and ability to make practical application of principles and practices of park/grounds/landscaping maintenance, city policies against discrimination and sexual harassment, and various City and OSHA safety and health policies and procedures, including First Aid, CPR and blood borne pathogens.

Ability to effectively communicate orally and in writing with co-workers, other City departments, school personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports and properly operate various maintenance equipment, such as computer, cellphone, mowers, trimmers, work trucks, utility vehicles and other related equipment.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods and work on several tasks at the same time, often under time pressure.

Ability of make simple arithmetic additions and subtractions, and assist in park operations projects as assigned.

Ability to physically perform assigned duties, including sitting and/or walking/standing for long periods, lifting/carrying objects weighing more than 100 pounds, pushing/pulling objects, bending at waist, reaching, handling/grasping objects, climbing stairs and close vision.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations as assigned. Ability to work evening and/or weekend hours and occasionally travels out of town, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK

Incumbent's duties are somewhat broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in completing work assignments, ensuring compliance with Department rules and safety policies and procedures.

RESPONSIBILITY

Incumbent performs various maintenance functions according to Department goals, objectives, policies and procedures and standards of the professional field. Incumbent discusses with supervisor unusual and/or unprecedented situations, such as field observations or needed maintenance. Incumbent's work is reviewed primarily for soundness of judgment, appropriate supervision or direction of assigned operations, and effect on Department goals and objectives.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, and the public for purposes of exchanging and explaining information, coordinating park operations and activities, responding to maintenance requests and resolving problems.

Reports directly to the Park Operations Supervisor.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties out in the field, in a variety of weather conditions and in a vehicle sitting and/or standing for long periods, lifting/carrying objects weighing less than 100 pounds, reaching, handling/grasping and close vision.

Incumbent may be exposed to traffic, noise, communicable diseases, extreme temperatures and inclement weather. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

Incumbent occasionally works evening and/or weekend hours, and occasionally travels out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Park/Grounds Maintenance Technician for the Parks and Recreation Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Park Operations Supervisor
DEPARTMENT: Parks and Recreation
DIVISION: Park Operations
WORK SCHEDULE: 37.5 hours per week, nights and weekends as required
JOB CATEGORY:
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN: September 2009
DATE REVISED: January 2015

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as the Park Operations Supervisor for the Parks and Recreation Department, responsible for assisting in the planning, development, implementation, scheduling, evaluation and supervision of the Park Operations Division of the Parks and Recreation Department; manages and develops outside contracts, vendors and project budgets; assures regulatory compliance and economy in all programs.

DUTIES

Plans, organizes and manages the maintenance, operation, inspection, installation and repair of facilities as assigned in the Park Operations Division; prepares work plans and schedules.

Supervises and manages safety training and work task procedures; assigns, supervises, trains, inspects and evaluates work of subordinate personnel; delegates field responsibilities and functions to subordinate staff.

Administers programs and processes and makes decisions in accordance with established rules and regulations, policies and procedures and guidelines; participates in the development of department/division rules, policies and procedures, goals and objectives and priorities.

Maintains records and prepares reports of work activities; collects data to coordinate program activities with other Parks and Recreation Department programs; oversees and inspects work of private contractors.

Investigates complaints and recommends corrective actions.

Assists in the preparation of the department budget; prepares and submits budget for assigned division and program areas; monitors budget expenditures; prepares cost estimates for maintenance, repair and program activities.

Evaluates equipment for purchase and assists in the development of specifications; orders materials and supplies; approves orders of materials and supplies by other staff associated with the division.

Conducts staff meetings with assigned staff; inspects work of assigned staff; conducts employee performance evaluations as required; recommends employee actions, including performance improvements, discipline, and salary adjustments; manages and approves time sheets, including overtime.

Collects data such as work requests/job orders, inventory, equipment replacement, purchasing, fixed assets, review plans and specifications for input into computerized programs; prepares and submits best management practices reports.

Performs the more complex or technical duties associated with program activities; operates all equipment associated with duties; keeps abreast of and maintains knowledge of latest technology and applications to the work.

Supervises and directs assigned personnel, including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ensures assigned personnel receive information and training regarding City personnel policies, including prevention of discrimination and sexual harassment, and safety/health policies and precautions, including blood borne pathogens control, First Aid and CPR.

Assist Park Operations Director in the overall management of the division as assigned. Performs related duties as assigned.

JOB REQUIREMENTS

Bachelor's Degree in Parks & Recreation, Business, Construction Management or related area and 3-5 years of related experience, or equivalent of education and experience. Certified Playground Inspector certification and Aquatic Facility Operator Certification are required within six months of hire. Graduation from the NRPA Park Maintenance Management School preferred.

Thorough knowledge of and ability to make practical application of principles and practices of park maintenance management, financial management and budgeting, city policies against discrimination and sexual harassment, and various City and OSHA safety and health policies and procedures, including First Aid, CPR and blood borne pathogens.

Ability to supervise and direct assigned personnel including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ability to effectively communicate orally and in writing with co-workers, other City department, school personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports and properly operate various office equipment, such as computer, printer, copier, cash register, adding and fax machines and multi-phone line telephone.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods and work on several tasks at the same time, often under time pressure.

Ability of make simple arithmetic additions and subtractions, and assist in preparing and managing program area budgets.

Ability to physically perform assigned duties, including sitting and/or walking/standing for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, bending at waist, reaching, handling/grasping objects, climbing stairs and close vision.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travels out of town, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK

Incumbent's duties are somewhat broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in supervising and directing personnel, managing park operations and ensuring compliance with Department rules and safety policies and procedures.

RESPONSIBILITY

Incumbent performs various management and supervisory functions according to Department goals, objectives, policies and procedures and standards of the professional field. Incumbent discusses with supervisor unusual and/or unprecedented situations, such as potential legal problems and issues effecting the entire Department. Incumbent's work is reviewed primarily for soundness of judgment, appropriate supervision or direction of assigned operations, and effect on Department goals and objectives.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, and the public for purposes of exchanging and explaining information, coordinating operations and activities, supervising and directing personnel and resolving problems.

Reports directly to the Park Operations Director.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office, outdoors and in a vehicle sitting and/or standing for long periods, lifting/carrying objects weighing less than 50 pounds, reaching, handling/grasping and close vision. Incumbent may be exposed to traffic, noise, communicable diseases, extreme temperatures and inclement weather. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

Incumbent occasionally works extended evening and/or weekend hours, and occasionally travels out of town, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Park Operations Supervisor for the Parks and Recreation Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes ____ No ____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: City Facility Maintenance Supervisor
DEPARTMENT: Parks and Recreation
DIVISION: Park Operations
WORK SCHEDULE: 37.5 hours per week, nights and weekends as required
JOB CATEGORY:
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN: September 2009
DATE REVISED: January 2016

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as the Facility Maintenance Supervisor for the Parks and Recreation Department as well as other city owned facilities including the Police Headquarters, Fire Stations, Street Department Headquarters, DPW office and City Hall. Responsible for managing maintenance service and repairs in the areas of plumbing, carpentry, painting, HVAC and electrical servicing for the organization's facilities

DUTIES

Oversee facility maintenance at all Parks & Recreation facilities including the Cultural Arts & Recreation Center, Palmer Park Center, Active Adult Center, Franklin Family Aquatic Center, Park Operations facility, park buildings, concessions, park shelters, park restrooms. Also oversee facility maintenance at City Hall, Police Headquarters, Fire stations, Street Department Headquarters and DPW offices.

Ensures assigned personnel receive information and training regarding City personnel policies, including prevention of discrimination and sexual harassment, and safety/health policies and precautions, including blood borne pathogens control, First Aid and CPR.

Schedule and coordinate with outside contractors for facility maintenance needs.

Maintains various detailed records as required, such as maintenance schedules, inspection reports and work order request systems. Assists in compiling reports as required.

Responds to public complaints and inquiries, providing information and resolving problems as requested.

Prepares and manages facility maintenance related budgets. Assists in assessing Department facility maintenance needs and developing long range goals, objectives and budget.

Maintains current knowledge of trends and developments in facility maintenance and HVAC, including reading professional publications and periodically attends seminars.

Performs related duties as assigned.

JOB REQUIREMENTS

High School Diploma or GED and 3-5 years of related experience, or equivalent of education and experience working in Facility Maintenance, Park Maintenance or a Municipal Government setting.

Thorough knowledge of and ability to make practical application of principles and practices of facility

maintenance, budgeting, city policies against discrimination and sexual harassment, and various City and OSHA safety and health policies and procedures, including First Aid, CPR and blood borne pathogens.

Ability to supervise and direct assigned personnel including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ability to effectively communicate orally and in writing with co-workers, other City departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports and properly operate various office equipment, such as computer, printer, copier, cash register, adding and fax machines and multi-phone line telephone.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods and work on several tasks at the same time, often under time pressure.

Ability of make simple arithmetic additions and subtractions, and assist in preparing and managing program area budgets.

Ability to physically perform assigned duties, including sitting and/or walking/standing for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, bending at waist, reaching, handling/grasping objects, climbing stairs and close vision.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travels out of town, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK

Incumbent's duties are somewhat broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in supervising and directing personnel, managing facility maintenance operations and ensuring compliance with Department rules and safety policies and procedures.

RESPONSIBILITY

Incumbent performs various management and supervisory functions according to Department goals, objectives, policies and procedures and standards of the professional field. Incumbent discusses with supervisor unusual and/or unprecedented situations, such as potential legal problems and issues effecting the entire Department. Incumbent's work is reviewed primarily for soundness of judgment, appropriate supervision or direction of assigned operations, and effect on Department goals and objectives.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, and the public for purposes of exchanging and explaining information, coordinating operations and activities, supervising and directing personnel and resolving problems.

Reports directly to the Assistant Director of Parks and Recreation.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office, outdoors and in a vehicle sitting and/or standing for long periods, lifting/carrying objects weighing less than 50 pounds, reaching, handling/grasping and close vision. Incumbent may be exposed to traffic, noise, communicable diseases, extreme temperatures and inclement weather. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

Incumbent occasionally works extended evening and/or weekend hours, and occasionally travels out of town, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of City Facility Maintenance Supervisor for the City & Parks and Recreation Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Cemetery Operations Supervisor
DEPARTMENT: Parks and Recreation
DIVISION: Greenlawn Cemetery
WORK SCHEDULE: 37.5 hours per week, nights, weekends as required
JOB CATEGORY:
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent performs a variety of tasks in the operation and maintenance of Greenlawn Cemetery buildings, grounds, open spaces and grave sites. Incumbent is directly responsible for directing, making work assignments to subordinates. Incumbent is directly involved in the management & operations of Greenlawn Cemetery.

PRIMARY JOB FUNCTIONS

The incumbent is responsible for assisting in locating, and preparing sites for burial services in accordance to Cemetery maps. Incumbent is responsible to maintain proper map and record recording and posting.

Incumbent is responsible for assisting in customer relations including processing the sales and receipt of Cemetery grave sales, opening/closing fees, recording and mapping and other chargeable fees.

The incumbent is responsible for operating the backhoe to dig the graves.

Incumbent is responsible for coordinating/performing the opening and closing of graves.

Incumbent is responsible for planning and organizing workloads for personnel, offering assistance as needed, along with direction.

Incumbent is responsible for coordinating/performing grounds/landscape maintenance activities such as mowing and trimming grass, leaf pick-up, and snow removal.

Incumbent is responsible for completing clean-up activities such as trash pick-up, fence cleaning, cleaning around flagpole area and entrance.

Incumbent is responsible for coordinating/performing continued care of the graves sites. Includes filling, seeding or sodding as needed.

Incumbent is responsible for coordinating/performing repairs to water lines, buildings, equipment, removing water from graves and similar service activities as required.

Incumbent is responsible to coordinate and maintain inventory of supplies, equipment parts, and equipment necessary to maintain Cemetery operations.

SECONDARY JOB FUNCTIONS

Incumbent is responsible for coordinating/performing the placement and reimbursement of military markers.

Incumbent is responsible for coordinating/performing placing and/or removing flags on the graves of veterans. This is to include the removing them when required.

Incumbent is responsible for coordinating/performing maintenance, repair and cleaning of department owned equipment and tools.

Incumbent is responsible for coordinating/performing other related/nonrelated job functions as required and assigned.

Incumbent is responsible for coordinating and maintaining cooperation with other city departments in equipment and manpower operation.

Incumbent is responsible for coordinating safety compliance in the cemetery operation and among subordinates.

Incumbent is responsible for performing other related duties or functions as assigned.

EQUIPMENT KNOWLEDGE

The incumbent must have the ability and skills necessary to operate the backhoe and/or digger.

The incumbent must have the ability to use tools such as shovels, rakes and small hand tools.

The incumbent must have the ability to operate equipment such as trucks, lawn mowing equipment, trimmers, leaf vacuums, and snow removal equipment.

The incumbent must have the ability to use such devices as electric pump and jackhammer.

CRITICAL SKILLS/EXPERTISE

The incumbent must have the ability to supervise and assist subordinates.

The incumbent must have the knowledge and understanding of city and department procedures, guidelines and rules.

The incumbent must have the ability and knowledge to locate, survey, measure and layout cemetery lots and graves. Including the ability to record accurate grave burial identification and location.

The incumbent must have the ability and knowledge of utilizing the backhoe to safely and accurately dig new gravesites.

The incumbent must have a working knowledge of and the ability to apply established procedures for opening and closing graves.

The incumbent must have the ability to operate equipment, use tools, and complete work responsibilities in a safe manner.

The incumbent must have the ability to complete the necessary maintenance work on equipment, i.e. sharpening blades.

The incumbent must have the ability to assist the public visiting the cemetery helping to resolve their problem

and answer their questions.

The incumbent must have basic computer and business management skills including financial management, budget management, personnel management and MS Office products.

JOB REQUIREMENTS

The incumbent is required to have a High School Diploma or equivalent plus related work experience. An Associate degree in Business or equivalent college experience is preferred. The incumbent must possess a valid driver's license. Incumbent must also maintain certifications in CPR and First Aid.

Incumbent reports directly to the Cemetery Sexton.

The incumbent may be required to work outside in inclement weather, which temperatures may vary from below 32 to above 100.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The incumbent is expected to work in a position which has been identified as heavy work, which may require the incumbent to lift objects heavier than 30 pounds for extended periods.

SAFETY EQUIPMENT

The incumbent is required to wear safety items such as safety glasses, steel toed shoes, and rubber gloves and boots.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Cemetery Operations Supervisor for the Parks and Recreation Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____ No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Cemetery/Grounds Maintenance Technician
DEPARTMENT: Parks and Recreation
DIVISION: Greenlawn Cemetery
WORK SCHEDULE: 37.5 hours per week, nights, weekends as required
JOB CATEGORY:
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN: February 2015
DATE REVISED:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as the Cemetery/Grounds Maintenance Technician for Greenlawn Cemetery, responsible for a variety of tasks in the maintenance and operation of cemetery buildings, grounds, open spaces, special care areas, landscaping and burial processes. Incumbent is directly involved in providing hands-on service in landscaping, mowing, trimming, painting, repairing facilities, burial services and performing general cleaning services.

DUTIES

Assists in landscaping work such as mowing/maintaining cemetery and open spaces, landscaping, streetscape and planting trees, shrubs, flowers, trimming and general grounds maintenance.

Assists in internment process including preparing gravesites, digging and closing grave sites. Assists in facility maintenance to include painting, plumbing, construction and various other tasks.

Assists in performing custodial work including cleaning and maintaining restrooms, locking/unlocking facilities and trash collection/removal.

Performs related duties as assigned.

JOB REQUIREMENTS

High school diploma or equivalency and a minimum of 1 year of related experience, or equivalent of education and experience.

Thorough knowledge of and ability to make practical application of principles and practices of cemetery/grounds/landscaping maintenance, city policies against discrimination and sexual harassment, and various City and OSHA safety and health policies and procedures, including First Aid, CPR and blood borne pathogens.

Ability to effectively communicate orally and in writing with co-workers, other City departments, school personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports and properly operate various maintenance equipment, such as computer, cellphone, mowers, trimmers, work trucks, utility vehicles and other related equipment.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work

alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods and work on several tasks at the same time, often under time pressure.
Ability of make simple arithmetic additions and subtractions, and assist in park operations projects as assigned.

Ability to physically perform assigned duties, including sitting and/or walking/standing for long periods, lifting/carrying objects weighing more than 100 pounds, pushing/pulling objects, bending at waist, reaching, handling/grasping objects, climbing stairs and close vision.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations as assigned.
Ability to work evening and/or weekend hours and occasionally travels out of town, sometimes overnight.
Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK

Incumbent's duties are somewhat broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in completing work assignments, ensuring compliance with Department rules and safety policies and procedures.

RESPONSIBILITY

Incumbent performs various maintenance functions according to Department goals, objectives, policies and procedures and standards of the professional field. Incumbent discusses with supervisor unusual and/or unprecedented situations, such as field observations or needed maintenance. Incumbent's work is reviewed primarily for soundness of judgment, appropriate supervision or direction of assigned operations, and effect on Department goals and objectives.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, and the public for purposes of exchanging and explaining information, coordinating park operations and activities, responding to maintenance requests and resolving problems.

Reports directly to the Cemetery Operations Supervisor.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties out in the field, in a variety of weather conditions and in a vehicle sitting and/or standing for long periods, lifting/carrying objects weighing less than 100 pounds, reaching, handling/grasping and close vision.

Incumbent may be exposed to traffic, noise, communicable diseases, extreme temperatures and inclement weather. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

Incumbent occasionally works evening and/or weekend hours, and occasionally travels out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Cemetery/Grounds Maintenance Technician for the Parks and Recreation Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Cemetery Sexton
DEPARTMENT: Parks and Recreation
DIVISION: Greenlawn Cemetery
WORK SCHEDULE: 37.5 hours per week, nights, weekends as required
JOB CATEGORY:
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent performs a variety of tasks in the operation and maintenance of Greenlawn Cemetery buildings, grounds, open spaces and grave sites. Incumbent is directly responsible for directing, making work assignments to subordinates. Incumbent is directly involved providing an unskilled and semi-skilled service in administrative operation of Greenlawn Cemetery.

PRIMARY JOB FUNCTIONS

The incumbent is responsible for locating, and preparing sites for burial services in accordance to Cemetery maps. Incumbent is responsible to maintain proper map and record recording and posting.

Incumbent is responsible for customer relations including processing the sales and receipt of Cemetery grave sales, opening/closing fees, recording and mapping and other chargeable fees.

The incumbent is responsible for operating the backhoe to dig the graves.

Incumbent is responsible for coordinating/performing the opening and closing of graves.

Incumbent is responsible for planning and organizing workloads for personnel, offering assistance as needed, along with direction.

Incumbent is responsible for coordinating/performing ground maintenance activities such as mowing and trimming grass, leaf pick-up, and snow removal.

Incumbent is responsible for completing clean-up activities such as trash pick-up, fence cleaning, cleaning around flagpole area and entrance.

Incumbent is responsible for coordinating/performing continued care of the graves sites. Includes filling, seeding or sodding as needed.

Incumbent is responsible for coordinating/performing repairs to water lines, buildings, equipment, removing water from graves and similar service activities as required.

Incumbent is responsible to coordinate and maintain inventory of supplies, equipment parts, and equipment necessary to maintain Cemetery operations.

SECONDARY JOB FUNCTIONS

Incumbent is responsible for coordinating/performing the placement and reimbursement of military markers.

Incumbent is responsible for coordinating/performing placing and/or removing flags on the graves of veterans. This is to include the removing them when required.

Incumbent is responsible for coordinating/performing maintenance, repair and cleaning of company owned equipment and tools.

Incumbent is responsible for coordinating/performing other related/nonrelated job functions as required and assigned.

Incumbent is responsible for coordinating and maintaining cooperation with other city departments in equipment and manpower operation.

Incumbent is responsible for coordinating safety compliance in the cemetery operation and among subordinates.

Incumbent is responsible for performing other related duties or functions as assigned.

EQUIPMENT KNOWLEDGE

The incumbent must have the ability and skills necessary to operate the backhoe and/or digger.

The incumbent must have the ability to use tools such as shovels, rakes and small hand tools.

The incumbent must have the ability to operate such equipment as trucks, lawn mowing equipment, trimmers, leaf vacuums, and snow removal equipment.

The incumbent must have the ability to use such devices as electric pump.

CRITICAL SKILLS/EXPERTISE

The incumbent must have the ability to supervise and assist subordinates.

The incumbent must have the knowledge and understanding of city and department procedures, guidelines and rules.

The incumbent must have the ability and knowledge to locate, survey, measure and layout cemetery lots and graves. Including the ability to record accurate grave burial identification and location.

The incumbent must have the ability and knowledge of utilizing the backhoe to safely and accurately dig new gravesites.

The incumbent must have a working knowledge of and the ability to apply established procedures for opening and closing graves.

The incumbent must have the ability to perform general clean-up work such as picking up trash, sweeping and raking.

The incumbent must have the ability to operate equipment, use tools, and complete work responsibilities in a safe manner.

The incumbent must have the ability to complete the necessary maintenance work on equipment, i.e. sharpening blades.

The incumbent must have the ability to assist the public visiting the cemetery helping to resolve their problem and answer their questions.

JOB REQUIREMENTS

The incumbent is required to have a High School Diploma or equivalent plus related work experience. The incumbent must possess a valid driver's license. Incumbent must have certifications in CPR and first aid.

Incumbent reports directly to the Director of Parks and Recreation.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The incumbent may be required to work outside in inclement weather, which temperatures may vary from below 32 to above 100.

The incumbent is expected to work in a position which has been identified as heavy work, which may require the incumbent to lift objects heavier than 30 pounds for extended periods.

SAFETY EQUIPMENT

The incumbent is required to wear safety items such as safety glasses, steel toed shoes, and rubber gloves and boots.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Cemetery Sexton for the Parks and Recreation Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Cemetery Administrative Assistant
DEPARTMENT: Parks and Recreation
DIVISION: Greenlawn Cemetery
WORK SCHEDULE: 37.5 hours per week, nights and weekends as required
JOB CATEGORY:
STATUS: Full-Time
FLSA STATUS: Non-Exempt
DATE WRITTEN: July 2010
DATE REVISED:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent works under the supervision of the Cemetery Sexton, the full-time Administrative Assistant oversees and manages all office procedures and other tasks as assigned by the Cemetery Sexton.

DUTIES AND RESPONSIBILITIES

Oversee all aspects of general office coordination.

Maintain office calendar to coordinate work flow and meetings.

Maintain confidentiality in all aspects of client, staff, department and city information.

Monitor and assist with maintenance of the organization's CIMS database.

Interact with clients, vendors, and visitors.

Answer telephones and transfer to appropriate staff member.

Open, sort and distribute incoming correspondence, including faxes and email.

Sign for and distribute UPS/FedEx or similarly delivered packages.

Prepare responses to correspondence containing routine inquiries.

Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.

File and retrieve organizational documents, records and reports.

Coordinate and maintain records for staff, office space, telephones, company credit card and office keys.

Coordinate and direct office services, such as records, budget related activities and housekeeping.

Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as CIMS, Microsoft Office, Access and Excel.

May conduct research, compile data and prepare papers for consideration and presentation to Cemetery Sexton or other city officials as requested.

Set up and coordinate meetings or related activities.

Prepare agendas and make arrangements for committee, department or other meetings. 18. Interact with City Council or Board of Works as requested.

Make travel arrangements for staff as needed.

Collect and maintain inventory of office equipment and supplies.

Research, price and purchase office furniture, equipment and supplies.

Arrange for the repair and maintenance of office equipment.

Support staff in assigned project-based work.

May supervise volunteers and other support personnel.

Assists in special events, such as fundraising activities or other cemetery activities.

Assist with overall maintenance of the organization and its offices.

Other duties as assigned by Cemetery Sexton.

KNOWLEDGE, SKILLS, and ABILITIES

Good writing, analytical and problem-solving skills.

Knowledge of principles and practices of organization, planning, records management and general administration.

Ability to communicate effectively.

Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers and facsimile machines.

Ability to follow oral and written instructions.

JOB REQUIREMENTS

At least one year experience in general office responsibilities and procedures.

Must be computer literate.

Must have professional telephone skills.

Knowledge of principles and practices of basic office management and organization.

Knowledge of the basic principles and practices of bookkeeping.

Ability to work well either alone or as part of a team.

The incumbent is required to have a High School Diploma or GED. Training and work experience is important. The incumbent must possess a valid driver's license.

The incumbent reports directly to the Cemetery Sexton and/or the Cemetery Foreman.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The incumbent will work inside, but may be required to work outside as needed.

The incumbent is expected to work in a prolonged seated position which also includes periods of standing, stooping, and lifting objects heavier than fifteen pounds.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Cemetery Administrative Assistant for the Parks and Recreation Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date