

MARSHALLTOWN

— I O W A —

PARKS AND RECREATION ADVISORY BOARD

AGENDA

OCTOBER 17, 2018

4:15PM

CITY COUNCIL CHAMBERS

10 WEST STATE STREET

1. Approve Minutes of September 19, 2018 Meeting
2. Parks and Rec Director Position
3. Aquatic Center Management
4. Pleasant Hill Pool Update
5. Update on Coliseum Renovation
6. Terrace Tree Damage Update
7. Park Update
8. November Meeting – Scheduled for Nov. 21
9. Adjourn

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PARKS AND RECREATION ADVISORY BOARD

Minutes from September 19, 2018

Present: Kim Barnes; Nick Salasek; Jeffrey Sogge; Justin Strom; Matt Tullis

1. Update on Advisory Board/Coliseum Commission - City Administrator Jessica Kinser updated the Advisory Board that two new members from the Coliseum Commission had been placed on the Board and the Coliseum Commission dissolved. Those members are Nick Salasek and Steve Storrjohn
2. Update on Parks and Rec Director Vacancy - Anne Selness left the City in mid-August and the position has been vacant since. Kinser stated that there is not a definitive timeline for posting the position and other operational factors will set this timeline. In the meantime, HR Director Jill Petermeier is serving as the day-to-day contact for staff with Kinser providing guidance when needed.
3. Update on Coliseum Renovation - The Coliseum was heavily damaged on July 19th, and repairs to replace the roof is underway, and the City should be left with the shell of the building by the end of September. Kinser reminded the Commission that GTG Architects was under contract for a renovation, and that they will revise the scope of work once they can get into the facility for further inspection. It is unknown if the original renovation cost estimate from GTG is still accurate.
4. Recreation Program Update - Jenni Hart updated the Board on the recreation programs we will continue to offer- Zumba and Tae Kwan Do at the Community Building in Riverview Park and Adult Volleyball at MCC. We will be working with the School District for the continued use of space for Summer Blast and Camp Marshalltown and also for Youth Indoor Soccer.

Public Comment- Linda Clark stated that she would like to see shuffleboard provided.

5. Damage to Parks - Brad Weuve updated the Board on damage to three parks: West End, Arnolds Park, and Optimist Park. West End sustained the most damage, while the other two were mostly minor with tree damage. West End Park damage will be covered by insurance, but the other two were not insured.
6. Tree Inventory Status/Tree Replanting Efforts - Weuve updated the Board on a Trees Forever planting that will take place at the end of October with 30 trees. Earl May donated 5 trees following the tornado as well. The Class of 1969 is undertaking a fundraising effort for tree planting, and Trees Forever will do spring and fall tree plantings in 2019.
7. FY19-2023 Capital Improvement Plan – Kinser stated that at this time two major projects in the current fiscal year, Anson Park and the Log Cabin, are on hold until more cost estimates can be obtained to see if they fit in the budget.

The meeting adjourned at 4:46pm. The next meeting will be held on October 17, 2018 at 4:15PM.

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The City of Marshalltown is an equal opportunity employer

Position Announcement

24 N Center Street, Marshalltown, IA 50158

Ph 641-754-5704

www.marshalltown-ia.gov

hr@marshalltown-ia.gov

Position: Park and Recreation Director
Department: Park and Recreation
FLSA Classification: Full Time Exempt
Pay Range: Non union pay matrix Grade 30
\$82,763.20 – 112,008.00

Application Process: All applicants must submit the following materials:

- ~ **City of Marshalltown Employment Application.** Applications can be found at www.marshalltown-ia.gov under employment opportunities;
- ~Cover letter and resume.

Employment application should be completed electronically and sent to the City of Marshalltown Human Resource Department either by email hr@marshalltown-ia.gov or printed and sent to **City of Marshalltown Attn: Human Resources, 24 N Center Street, Marshalltown, IA 50158. Please do not fax materials as these will not be accepted.**

Date posted: October 11, 2018

Closing Date: November 8, 2018 at Noon - OPEN UNTIL FILLED

General Statement of Duties

Manages the operations and activities of the City's Parks and Recreation Department; does related work as required.

Distinguishing Features of the Class

This is highly responsible management and administrative work involving the planning, direction, and supervision of the operations and activities of the City's Parks and Recreation Department. The work is performed under the general direction and supervision of the City Administrator but extensive leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the City Administrator, Mayor, members of the City Council, department supervisory personnel, representatives of other local and state parks and recreation agencies and organizations, City department directors and division managers, news media representatives, and the general public. Supervision is exercised over the work of all employees in the Parks and Recreation Department.

Examples of Essential Work (Illustrative Only)

- Plans, organizes, directs, supervises, and coordinates the operations and activities of the City's Parks and Recreation Department, including its various divisions and units and related operations and activities in consultation and collaboration with department supervisory personnel and the City Administrator;
- Meets and consults with representatives of other City and County agencies and community groups and organizations to coordinate all phases of the City's parks and recreation programs and activities;
- Establishes functional organizational units within the department and its various divisions and designates personnel to direct and supervise such units;
- Establishes and oversees implementation of an annual work program defining the objectives of the department's divisions and units within the goals of the City;
- Prepares annual budgets, meeting agendas, and various reports for the department and maintains related records;
- Develops goals, plans, and measurements for the identification and evaluation of the City's parks and recreation needs and activities;
- Establishes and implements broad departmental planning and operational policies, processes and procedures in consultation with the City Administrator and the department's supervisory personnel;
- Conducts regular and special meetings of supervisory personnel to review the adequacy of existing policies and procedures and makes modifications as necessary;
- Oversees the assignment of department personnel and the coordination and control of their activities;
- Revises programs and operational procedures to keep abreast of changing trends and practices in the fields associated with parks and recreation and changing conditions in the City;

- Coordinates the preparation of the department's operating budget and controls expenditures of departmental appropriations;
- Supervises the planning and conducting of in-service training programs and personally participates as necessary in training members of the department in procedures, duties, and use of equipment;
- Receives and responds to complaints, attends meetings, and performs other duties in explaining the operations and activities of the department and promoting community support of parks and recreation operations, activities, and programs;
- Prepares and presents departmental budgets to City Administrator and City Council with cooperation and assistance of department Superintendent and Supervisor;
- Monitors expenses and revenue receipts to assure conformity with budget;
- Studies and reviews potential parkland acquisition, design, and development;
- Reviews site plans and development documents as proposed for park or facility construction;
- Regularly reviews programs and problems of each division or section with the Superintendent or Supervisor;
- Initiates or authorizes and frequently participates in preparation of studies and reports pertaining to activities and functions of Park Department, quarterly reports, and maintenance studies;
- Prepares press releases and serves as department representative to media;
- Completes and submits all grant applications and serves as primary department representative for this function;
- Completes and submits all grant applications and serves as liaison with grant agencies;
- Authors text and coordinates staff-prepared graphics for donation and fund drive brochures;
- Conducts negotiations with concessionaires and drafts concession agreements as needed;
- Develops department policies and procedures;
- Drafts and updates manuals, policy statements, park use, and fee policies;
- Reviews, approves, and signs requests for payments, status reports, promotions, personnel progress reports, and other items;
- Attends meetings convened by other agencies whose activities or objectives are related to the Park and Recreation Department;
- Answers questions from the public relating to the department's activities and policies;
- Makes periodic inspections of parks and recreation properties, facilities, and equipment to assure that the standards of maintenance and are achieved;
- Attends meetings, conferences, and workshops as requested and authorized;
- Performs related work as required.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of all phases of community recreational work and its administration;
- Comprehensive knowledge of the principles, materials, and practices used in park and playground planning, development, maintenance, repair, and management;
- Comprehensive knowledge of parks and recreation development planning for long-range needs of the community, environmental enhancement, property preservation, and aesthetic values;
- Comprehensive knowledge of landscaping, horticulture, and general construction applied to building and grounds construction and maintenance;
- Knowledge of aquatic center operators and management;
- Knowledge of trail development and maintenance;
- Thorough knowledge of methods, equipment, and materials used in parks and grounds maintenance and repair;
- Ability to plan and direct the design and development of park and recreational facilities and improvements;
- Ability to assign, train, schedule, prioritize, supervise, and evaluate the work of others;
- Ability to prepare activity reports, job cost estimates on short and long-range projects, and to prepare budget estimates;
- Ability to communicate well with community and recreational group representatives, park and recreation system users, and the general public both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with the City Administrator, Mayor, members of the City Council, other City department directors, supervisors and employees, volunteers, community organizations, news media representatives, and the general public;
- Ability to prepare accurate and reliable reports containing findings, conclusions, and recommendations;
- Ability to operate a personal computer using standard word processing, spreadsheet, and database applications appropriate to assigned duties;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of management and administrative tasks with accuracy and speed under the pressure of time-sensitive deadlines and emergency situations;

- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise ingenuity and inventiveness in the performance of assigned tasks.
- Ability to communicate in English.

Acceptable Experience and Training

- Graduation from a college or university of recognized standing with a Bachelor's degree in recreation management, public administration, or a closely related field; and
- Six years of experience in parks or recreation management, including supervisory experience as minimum requirement; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a valid Driver's License issued by the State of Iowa;
- Iowa Certified Pool Operator within 6 months of hire date.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others, both in person and by telephone;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to observe and monitor parks and recreation program operations and activities and produce a variety of hand written or computer generated reports;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard and produce reports, grants, and contract documents;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to visit and inspect parks and recreation buildings, facilities, and program operations at a variety of locations throughout the City;
- Ability to pass employment physicals including but not necessarily limited to drug testing.

Essential Working Conditions

The noise level in the work environment is usually moderate