



Assistant Parks & Recreation Director City of Olivette

Contact Name: Denise Mandle
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Closing Date: 2023-03-24
Salary: range begins at \$67,000

Description:

The Job

We're seeking a passionate parks & recreation professional to develop community collaborations, deliver outstanding customer service, foster meaningful resident engagement, and oversee a dedicated and experienced staff in alignment with the Department mission. This position reports to the Director and oversees 10 full-time staff, 25+ part-time staff, 200+ volunteers, and 120 acres of parks, trails and open space.

What You'll Do:

- Deliver excellent customer service in a fun & fast-paced agency.
- Serve on the Opening Team for the new community center, Five Oaks on Warson, opening mid-summer 2023.
- Support implementation of programs & events based on individual and community needs.
- Manage Capital Projects, Assets, Procurement, and Operating Budgets.
- Assist with updating the Parks Master Plan & its implementation.
- Develop and implement Department policy & procedures.
- Serve as Secretary to the Parks & Recreation Commission.
- Implement the City's participation in the Creative Communities Alliance.
- Supervise full-time, part-time, seasonal staff and volunteers.
- Serve on the Manager-on-Duty rotation for Five Oaks on Warson.
- Write reports and deliver presentations to Commissions and City Council

The Essentials:

A typical way to obtain the knowledge & abilities required would be:

Experience: Five years of increasingly responsible experience in recreation delivery, with two years supervisory experience. Municipal experience preferred. **Training:** A Bachelors Degree in Recreation, Parks Management, Business Administration or a related field. **Special Requirements:** 1. CPR/AED certification, or ability to obtain within three months of hire. 2. Possession of, or ability to obtain, an appropriate, valid driver's license

Are We a Match?

You work well in a fast-paced, team-oriented environment.

You are adaptable, flexible and a creative problem solver.

You possess the knowledge of principles & practices to deliver recreation services for diverse populations & ages, and like to jump right in!

You love to connect with people and establish good working relationships.

You are detail-oriented & organized to manage multiple programs.

You seek training and professional activities that keep you engaged and up to date on best practices.

And you believe in the Leslie Knope quote: "Now go find your team. Get to work. Whatever that work is that you find worth doing. Do it, and find some people to love who'll do it with you."

To Apply:

Please email a cover sheet and resume to Human Resources Manager, Denise Mandle
dmandle@olivettemo.com

View Full Job Brochure here: <https://www.olivettemo.com/DocumentCenter/View/6842/Job-Ad-Asst-Director-OPRD>