



## **Parks and Recreation Director**

City of Cedar Rapids, IA

**Contact Name:** Troy Simmons  
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**Closing Date:** 2025-04-18  
**Salary:** \$118,227.20 - \$165,505.60 Annually

### **Description:**

The City of Cedar Rapids is seeking an experienced and passionate leader to serve as our new **Parks and Recreation Director**. This is an exciting opportunity for an individual who values community engagement, outdoor recreation, and enhancing the quality of life for residents of all ages. As the Parks and Recreation Director, you will oversee the planning, development, and management of our parks, recreational programs, golf courses, and community events. You will work closely with city officials, community partners, and residents to ensure our parks and programs are accessible, inclusive, and enriching for all.

**Please review our Parks & Recreation Director Brochure (Download PDF reader) to learn more about this exciting leadership position.**

### **About our Organization**

At the City, we are committed to employing individuals who reflect our community's diverse backgrounds and this position is crucial in the success and strategic direction of a growing and evolving community. We appreciate and leverage the vast experience individuals bring beyond the technical requirements of a job. If you are an individual with similar experience listed here please consider applying. Experience and skills combined with commitment to our core values is key to building a greater community now and for the next generation.

### **About our Community**

Nestled in the heart of Iowa, Cedar Rapids is our vibrant and diverse community known for its rich history, culture, and natural beauty. Our city has a strong sense of community which can be seen at any of our numerous parks, recreational opportunities, and family-friendly events year round. You can also explore our thriving downtown district, filled with shops, restaurants, and entertainment options, or take a stroll along the Cedar River, which runs through the heart of the city. Cedar Rapids - Why you should live here!

### **About the Position**

Provides strategic leadership, administration, and oversight of the operational, financial, personnel, and capital improvement functions of the Parks and Recreation Department, which includes Recreation, Parks, Ushers Ferry Historical Village, ReLeaf and Golf ensuring programs and services are accessible and responsive to the needs of the entire community.

This position will be advertised until filled.

*The City of Cedar Rapids does not offer sponsorship for employment authorization.*

### **Job Duties & Responsibilities**

- Provides leadership in managing and overseeing parks and recreation activities, including golf, recreation, parks, forestry, and ReLeaf programs, ensuring accessibility and inclusivity for all community members.
- Guides the development and implementation of programs and policies that support the City's mission and community needs.
- Leads the preparation and management of a large annual budget, including coordinating operating and capital improvement budgets, conducting budget analysis, making data-informed financial decisions, and researching grant funding opportunities; develops fee structures.
- Supervises and directs the work of assigned personnel.
- Collaborates with the Director Team to develop and assess programs and policies.
- Participates on various boards, committees, and task force teams.
- Evaluates policies and makes recommendations to enhance the accessibility, sustainability, and effectiveness of Parks and Recreation programs.
- Maintains the department's CAPRA accreditation status.
- Oversees cost estimation, project design, specification development, bid solicitation, project management, and contract administration with a focus on transparency and community benefit.
- Represents the City and fosters effective communication across many community sectors
- Performs related work as required

### **Required Education and Experience**

- Bachelor's degree from an accredited college or university in Recreation Management, Park Management, Public Administration or a related field and seven to nine years of experience in recreation management and/or park management in a municipal or similar setting OR
- An equivalent combination of education and/or experience (i.e. one year of relevant full-time experience may substitute for one year of education)
- Experience leading and managing staff
- Experience managing large operational and capital budgets, ensuring financial sustainability and efficiency.
- Strong written, verbal, and interpersonal communication skills, with the ability to engage effectively with community members, stakeholders, and teams.
- Proficiency with Microsoft Office
- Ability to work collaboratively with diverse populations

### **Desired Qualifications**

- Master's degree from an accredited college or university in Recreation Management, Park Management, Public Administration
- National Recreation & Parks Association (NRPA) recognized certified Park and Recreation Professional

### **Work Schedule**

- Monday - Friday 7:30am to 4:30pm

### **How to Apply**

Copy and paste link to search engine to apply.

**<https://www.governmentjobs.com/careers/cedarrapids/jobs/4871321/parks-recreation-director?pagetype=jobOpportunitiesJobs>**