



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Director	
Department:	Parks & Recreation	
Employment Status:	Exempt	Grade: E4
Opening date:	January 23, 2024	Closing date: Open until filled

Job Summary

The role of a Parks and Recreation Director involves overseeing the planning, development, and management of parks, recreational facilities, and programs within a community. A Parks and Recreation Director should have a passion for community well-being, outdoor activities, and recreational opportunities. Strong leadership, communication, and organizational skills are essential for success in this role.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- **Strategic Planning:** Develop and implement strategic plans for the parks and recreation department, aligning with the community's needs and goals. Ensure the plans support the overall well-being and recreational interests of residents.
- **Facility Management:** Oversee the maintenance and management of parks, recreational facilities, and green spaces. This includes ensuring that facilities are safe, well-maintained, and accessible to community.
- **Program Development:** Plan, implement, and evaluate recreational programs and activities for individuals and groups of various ages and interests.
- **Budget Management:** Develop and manage the department's budget, allocating resources effectively to support various programs, maintenance, and improvement projects. Seek and secure funding through grants, sponsorships, or other sources.
- **Staff Supervision:** Lead and manage a team of staff members, including program coordinators, park rangers, maintenance personnel, and administrative staff. Provide guidance, training, and support to ensure a cohesive and effective team.
- **Community Engagement:** Collaborate with community groups, and residents to understand their recreational needs and preferences. Foster positive relationships and partnerships with local organizations, schools, and businesses.
- **Policy Development:** Develop and implement policies and procedures related to park and recreational activities. Ensure compliance with local regulations, safety standards, and environmental considerations.
- **Event Planning:** Coordinate and oversee special events and community celebrations held in parks and recreational spaces. Work with event organizers to enhance community engagement.
- **Grant Writing and Fundraising:** Seek out and apply for grants to support parks and recreation projects. Engage in fundraising activities to secure additional resources for facility improvements and program enhancements.
- **Environmental Stewardship:** Promote and implement environmentally sustainable practices within parks and recreational facilities.
- **Public Relations:** Serve as a spokesperson for the department, communicating with the public, media, and local government officials. Keep community informed about upcoming events, programs, and improvements to recreational facilities.

- **Safety and Security:** Ensure the safety of park visitors and participants in recreational programs. Implement safety protocols, emergency procedures and risk management strategies.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's Degree in Recreation, or related field.
- Five years experience with recreational programming. One year in a manager or supervisory capacity.
- Experience in park and recreation planning and design.
- First Aid and CPR Certified.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state, tribal, county, and local laws, regulations, and requirements.
- Knowledge of recreational programming and activities.
- Knowledge of the development, preparation, and control of budgets.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in preparing reports and correspondence.
- Skill in budget preparation and administration.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to identify and secure alternative funding or revenue sources.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.
- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally performed indoors with a moderate noise level. Some work is performed outdoors. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening, weekend, and/or holiday work may be required.