

ORDINANCE NO. 19 - 28

AN ORDINANCE
CHANGING THE POSITION OF PARK SUPERVISOR TO PARKS AND RECREATION
MANAGER, AND DECLARING AN EMERGENCY

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NEW LONDON, HURON
COUNTY, OHIO, AS FOLLOWS:

Section 1. That, the position heretofore known as Full Time "Park Supervisor" within the Village of New London be, and hereby it is changed to the position of Full Time "Parks and Recreation Manager"; and Council hereby adopts the Job Description for that position, attached hereto and incorporated herein as if fully rewritten. This Job Description shall be incorporated into the Village's Employee Handbook.

Section 2. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety, and for the welfare of the citizens of the Village, and for the further reason that it is necessary to that this measure become effective immediately in order to recognize changes in the duties for this position at the earliest possible time, and that, provided it receives the majority vote of two-thirds or more of those elected to Council, this Ordinance shall therefore take effect and be in force immediately from and after its passage and approval by the Mayor, and otherwise it shall take effect at the earliest period allowed by law.

PASSED: November 11, 2019 Stuart Cooke
~~MAYOR~~ Council President

ATTEST:

Nancy Howell
FISCAL OFFICER

JOB TITLE: PARKS AND RECREATION MANAGER

RESPONSIBILITIES:

Acting under the direction of the Village Administrator, supervises the daily operation of the Parks Department. Develops and implements plans for the parks and recreation system and directs the collection and analysis of data to support planning. Ensures appropriate implementation of the parks operating policies and Village Ordinances.

This is a Full-Time position with full benefits.

DUTIES:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervise parks and recreation staff, assign tasks, supervise work, and provide training.
2. Enforce the ordinances, policies, rules and regulations governing the Parks.
3. Communicates parks and recreation department activities, programs, and projects to the public.
4. Coordinates with the Recreation Committee to plan, staff and conduct events.
5. Coordinates the renting of the Hileman Building, pavilions and other park facilities.
6. Prepare and review operating budgets.
 - a. Manage supply inventories for parks and recreational programs.
 - b. Monitor expenditures ensuring economical use of funds.
 - c. Administer the parks and recreation budget to ensure efficient utilization of funds, and projects remain within budget.
7. Develops requests for proposals and grant applications.
8. Solicits sponsorships and contributions to park events and functions.
9. Assists in marketing and promotional activities.
10. Coordinates with other agencies to acquire assistance for recreation events and community functions.
11. Plans for construction, repair, and maintenance of parks and facilities. Coordinates with Recreation Committee volunteers to utilize volunteer labor when possible.
12. Appropriately responds to complaints and suggestions.
13. Maintains compliance with the Village workplace safety program.
14. Regularly attends Village Council and Recreation Committee meetings.
15. Enforces campground rules and regulations according to Village ordinances.
16. Supervision of the office staff workers and all duties including but not limited to:
 - a. Registration of campers;
 - b. Rental of Shelters;
 - c. Issuance of boat and surfboard launch permits;
17. Oversees all exchange of money, deposits to the fiscal officer, and rental payments.
18. Oversee final closing of reservoir facility.

OTHER DUTIES:

Perform other duties as directed by the Village Administrator. Duties may include minor janitorial tasks, miscellaneous errands, landscaping, basic building and grounds maintenance.

MINIMUM QUALIFICATIONS:

Any combination of the following experience and training. High School Diploma or equivalent, plus experience or education that demonstrate management and reasoning skills and the ability to deal with the public. College degree in management or urban planning and development preferred.

Must have a valid Ohio vehicle operator's license and be insurable under the Village's existing automobile liability insurance coverage.

Be willing to work outdoors in all weather, including inclement weather.