

**Iberville Parish Council**  
**Job Opening for:**  
**Parks and Recreation Director**

**Summary**

Manage, direct, supervise, and coordinate various recreation programs and special events for the community including the maintenance of parks and related facilities; plan, direct, and supervise the work of full- and part-time staff, and manage the department budget

**Duties and Responsibilities**

*Important responsibilities and duties may include, but are not limited to, the following:*

- ◆ Must be able to work hours beyond the normal scheduled work week as well as some nights and weekends, especially during tournaments.
- ◆ Must be able to use reason to address problems involving emotional issues involving children and parents and volunteer coaches.
- ◆ Assist with any special event held at the parks.
- ◆ Must be polite, respectful and professional at all times when dealing with the general public, coaches, parents and governmental entities.
- ◆ Must be able to participate in public speaking at various events related to the local governments and at IPRD events.
- ◆ Must be familiar with Louisiana Purchasing Laws and be able to prepare and submit grant applications for any available grant funding from any governmental or private entity.
- ◆ Must be familiar with safety programs and procedures to ensure safety of children participating in IPRD sponsored programs.
- ◆ Communicate clearly and concisely, both in writing and orally.
- ◆ Demonstrate an awareness and appreciation of the cultural diversity of the community.
- ◆ Supervise, promote, implement, and evaluate various recreational programs for children and adults.
- ◆ Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity, including flyers, brochures, news releases, etc.
- ◆ Must be able to implement the recommendations for parishwide improvements to the IPRD program.
- ◆ Must be familiar with budget preparation for Louisiana public agencies and laws related to public spending and public bid laws.
- ◆ Must ensure that IPRD is in compliance with the Louisiana Budget Act and all regulations pertaining to auditing of public funds.
- ◆ Perform related duties as assigned.

## **Qualifications**

### **Knowledge of:**

- ◆ Modern principles of park planning and design.
- ◆ Modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults.
- ◆ Recreational, social, and cultural needs of the community.
- ◆ Principles of facility supervision, facilitation, and maintenance.
- ◆ Good computer skills.
- ◆ Must become familiar with the IPRD Framework Guide prepared by Duplantis Design Group (DDG) and adopted by the IPRD Board of Directors in 2017.

### **Experience and Training:**

Experience in the administration of recreational programming and social and cultural programs and services, including management and supervisory experience. Experience in park facilities planning and design, as well as developing, planning, implementing, and facilitating sports programs is required.

### **Licenses:**

- ◆ Possession of a valid Louisiana Driver's License and an acceptable driving record.
- ◆ Red Cross CPR certified, First Aid Certified, AED Trained or ability to maintain certification within six months of hire.

### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**Please submit all resumes to:**  
Iberville Parish Council  
P. O. Box 389  
Plaquemine, La. 70765  
Attn: Charlene Siplin – HR Director