SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Parks and Recreation Director

Revision Date: 11/2025
EEO Category: Exempt
Status: Exempt (Executive)
Control No: 20600

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 1 position under the strategic direction of the Mayor, City Chief Administrative Officer and/or Deputy Chief Administrative Officer. Serve as a key member of the City's executive leadership team, oversee and direct the operations and activities of the Parks & Recreation department, which includes Parks, Recreation, Community Events, Sandy Community Recreation Center, River Oaks Golf Course and Healthy Sandy.

III. Essential Duties

- Oversees Parks, Recreation, Community Events, Sandy Community Recreation Center and River Oaks Golf Course.
- Supervises the preparation and administration of the department budget including capital projects.
- Identify, evaluate, and manage risk within the department, including oversight of the risk and safety programs.
- Works closely with a variety of community groups, Parks and Recreation management from other government jurisdictions, the City Council and other City departments.
- Responds frequently to public inquiries and concerns.
- Prepares the City's Parks, Recreation and Trails Master Plan.
- Oversees recreation facilities, parks, cemeteries, trails, sports center and golf course, development, construction, and maintenance.
- Stay current on energy efficiency methods and identify and implement conservation and efficiency projects.
- Hires, trains, motivates, evaluates, disciplines and directs the work of division directors and other staff.
- Administers and plans youth and adult recreation programs.
- Evaluates Department programs and operations using data and analytics.
- Oversees community events including Food Truck Nights, Farmers Market, Historic Sandy BBQ, Movies in the Park, July 4th, Heritage Festival and Horse Parade, Healing Fields, Light Up the Cairns, and the Balloon Festival.
- Attends and reports at Cabinet and other various City meetings.

IV. Marginal Duties

- Stays current on trends in parks and recreation field.
- Maintains relationships with cities, counties, and state agencies.
- Responsible for overseeing various citizen focus groups.
- Plans and conducts employee training sessions.
- Participate on the City Emergency Management Policy Group.
- Works with special groups regarding recreation programs.
- Becomes involved in various community recreation programs.
- Helps facilitate senior citizen programs and facility repair.
- Performs other duties as assigned.

V. Qualifications:

Education: A bachelors or master's degree in Public Administration, Business Administration, Parks and Recreation Management or related field preferred.

Experience: Requires ten years related work experience with progressively increasing responsibilities including at least four years administrative and supervisory experience.

Certifications/License: Must possess a valid Utah Driver's License.

Probationary Period: Not Applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a). Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) preferred.

Knowledge of: Principles of management and budgeting; landscape design, construction and maintenance; goals and objectives of community recreation program design; correct English usage, spelling, and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of facilities, materials, equipment, money, tools, etc.; great responsibility for making decisions affecting the activities of people including responsibility for worker motivation and satisfaction; the exercising of extreme discretion and independent judgment; great responsibility for the supervision of Assistant Directors, division directors and other staff members.

Communication Skills: Communicate effectively verbally and in writing; contacts with other departments, citizens, focus and professional groups, furnishing and obtaining information; contacts requiring tact and judgment to avoid friction; frequent contacts involving the carrying out of programs and schedules requiring influencing of others to obtain desired result; outside contact with public presenting data that may influence important decisions; frequent contacts with executives on matters requiring explanations and discussions. Reporting to the City Council on a regular basis.

Tool, Machine, Equipment Operation: Regular use of office equipment, including a personal computer, printer, telephone, copy machine, and cell phone. Regular use of a City or personal vehicle.

Analytical Ability: Organize, delegate and establish meaningful goals; design and implement a variety of recreation programs; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation; work effectively with elected officials, city employees, various community members and the general public.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls. Employee may frequently bend, stoop or crouch; and frequently communicates with others. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Generally comfortable working conditions with some field work in supervising staff and programs; job requires great mental effort and extreme mental pressure and fatigue during an average work day; constant exposure to deadlines and evening/working and holiday work; frequent stress from managing multiple priorities and interpersonal conflicts.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____