JOBSUMMARY

This position will be required to be a Parks and Rec Director six months of the year and an Economic & Community Development Director six months of the year. Under the direction of the Village Manager, performs supervisory work assisting in the management of parks operations, including planning, and executing facility use rentals and supporting events, and economic development, including, business retention, business attraction and incentive programs. This position will direct economic development initiatives to achieve the goals and objectives outlined by the Economic Development Plan.

JOBDUTIESANDRESPONSIBILITIES

Develop and administer departmental goals, objectives, and procedures.

Effective communication skills with co-workers and the general public, including the ability to prepare reports, effective public relations, and public speaking skills.

Maintains daily office functions, including inventory procurement, facility reservations, handling daily financials, ordering materials and supplies, and any other necessary paperwork.

Ability to take initiative and efficiently manage time devoted to multiple projects with changing priorities.

Reviews department financials to ensure all revenue and expenses are on target. Proficient in an array of technology and software.

Experience successfully completing time-sensitive and/or high-profile projects through collaboration, consensus, and creativity.

Parks & Recreation

Experience in supervising others. Manages the hiring process for seasonal staff members including team member paperwork, training, and daily park operations.

Responsible for the coordination, administration, and supervision of all department activities, recruiting, supervising, and training of part-time staff, and maintaining records and reports.

Grant Writing

Economic & Community Development

Performs a variety of administrative, technical, and professional work in preparation and implementation of economic and community development plans, programs, and services.

Act as a catalyst to introduce new business; support entrepreneurship; workforce development; business retention and expansion; business recruitment and marketing.
QUALIFICATIONS

Customer service oriented, problem solver with good judgement, and a leader.

A strong communicator who expresses him or herself well and builds positive working relationships with other staff members, partners, consultants, funders, and community members.

A goal-oriented thinker who has the ability to set clear priorities among multiple tasks and stay focused on project benchmarks and deadlines. Independent problem-solving and decision-making skills.

MINIMUM JOB REQUIREMENTS

Graduation from an accredited college or university with a bachelor’s degree in Park Planning, Park and Recreation Administration, Leisure activities, Facility Management, Business or Public Administration or related field is preferred; with 2 years of experience in a related park environment, prior supervisory experience, general maintenance, and functional oversight preferred.

Knowledge of grounds maintenance landscaping practices, and athletic field maintenance including procedures for preparing and maintaining sports fields, courts, and related facilities.

Knowledge of the methods and procedures for the maintenance of recreational, sports, and playground equipment.

Knowledge of motorized equipment safety practices, procedures, and preventative maintenance.

Must possess and maintain a valid Michigan driver’s license.

PHYSICAL/MENTAL/VISUAL DEMANDS

Must be able to lift a minimum of 20 pounds and occasionally lift and/or move up to 40 pounds.

Vision 20/20 corrected.

Ability to work effectively under time constraints and changes in work priorities.

Flexibility of hours may be required to meet the needs of the Village Manager.

Work may involve walking, standing, climbing, crawling, sitting, kneeling, pushing, pulling, twisting, stooping, and squatting on a regular basis. Climbing stairs may be occasional.

The above statements are intended to describe the general nature of the work being performed by employees assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

If you are interested in the position at the Village of Cass City, MI and have questions, please contact Debbie Powell, Village Manager by phone at (989) 872-2911. Resumes should be sent to 6506 Main St. PO Box 123, Cass City, MI 48726, or you may email ccvillage@casscity.org or fax 989-872-4855, ATTN: Debbie Powell.
Community Description

About the Village of Cass City

The Village of Cass City is in the middle of Michigan’s Thumb and consists of approximately 1.7 square miles of land. The Village is located in the southern part of Elkland Township in northeastern Tuscola County, bordering the counties of Huron and Sanilac. Major access to Cass City is from M-81 (known as Main Street within Village limits), which runs east and west through town. The Village is a short driving distance from several metropolitan areas, including Saginaw, Bay City, Midland, Port Huron, and Flint.

Cass City is an attractive area for residences and businesses alike. Village and Greater Thumb area residents experience American small-town living while enjoying high quality recreation. To meet the recreational needs of village residents and the surrounding community, the major concentration of the Parks and Recreation Plan is focused on the development of the Cass City Municipal Park and its facilities, Northwood Park, the Railway Walking Trail, and Rotary Park. Each of these parks are located within the Village of Cass City.

The Cass City Municipal Park is a large urban park used by the Cass City Community for recreation, outdoor events, and festivals. Northwood Park is a neighborhood park used by the surrounding neighborhood area of the park. The Railway Walking Trail is a linear park, used by the Cass City and surrounding community as a walking and bike trail.

The Village of Cass City Parks and Recreation Plan is available on our website @www.casscity.org.