



The City of Chesterfield is soliciting dedicated professionals for the position of **Director of Parks, Recreation & Arts**



The City of Chesterfield is soliciting talented, professional candidates to be our next Director of Parks, Recreation and Arts. Chesterfield is a thriving, beautiful municipality located 18 miles west of the metropolitan City of St. Louis, Missouri with a population of 49,999 residents. The City covers 32 square miles and is managed by a City Administrator, Mayor & City Council. The City has a nationally accredited (CAPRA) Parks, Recreation and Arts Department. The City's Police Department and Public Works Department are also internationally accredited. Chesterfield boasts more than 600 acres of City owned parks, green space, trails, a nationally recognized sports complex, a state-of-the art outdoor amphitheater, and an outdoor aquatics facility. There are also state and county parks within the City's corporate limits. The Parks Department professional staff is comprised of forty-six full-time employees along with one hundred part-time and seasonal staff who maintain our parks, facilities, provide programs and host events.

The current Director of Parks, Recreation and Arts has served with distinction for 11 years and has decided to relocate. The successful candidate will be the beneficiary of a well-managed, organized, professional, competent and passionate staff. This is a highly responsible position which requires a dedicated visionary professional, engaging, personable, creative, a can-do attitude while possessing exceptional management skills. Work includes, but is not limited to; managing staff, reporting directly to the City Administrator, working closely with the public, Mayor, City Council, and multiple Citizen Committees. Responsibilities include planning, organizing and directing the day-to-day operations of the department which consists of five divisions: Parks Maintenance, Recreation, Arts and Entertainment, Sports and Wellness and Administration. The successful candidate must also be able to work cooperatively and frequently collaborate with other City departments.

The Director of Parks, Recreation and Arts reports directly to the City Administrator. The position is a salaried, Department Head position, that reports directly to the City Administrator. The starting salary range for this position is \$104,650 to \$120,000 depending on qualifications. View the City's brochure at [City of Chesterfield HR Brochure](#)

Send questions to hrmanager@chesterfield.mo.us



Chesterfield's Veterans Honor Park

Principle Duties and Responsibilities

- Supervise, mentor, and develop the staff of all divisions of the Parks, Recreation, and Arts Department and all activities required for the development and administration of a fully comprehensive Parks, Recreation and Arts program.
- Conduct employee evaluations and ensure overall compliance with the personnel rules and policies of the Department and City.
- Responsible for managing and reporting on the financial status of the Parks, Recreation and Arts Department. Duties include development of the annual department budget, oversight and control of the internal revenue generation, expenditures, and periodic reporting.
- Responsible for the development and implementation of a long-range plan for the Department. Recommends additions, deletions, revisions to policies and procedures and ensures compliance with approved policies and procedures.
- Responsible for the development and implementation of a complete marketing and outreach program for all that encompasses the Parks, Recreation, Arts and Entertainment, and Sports and Wellness programs, activities, facilities and events.
- Serves as liaison to the Parks, Recreation and Arts Committee of Council, Chesterfield Parks, Recreation and Arts Citizens Advisory Committee, and the Chesterfield Citizens Environmental Advisory Committee and other committees or task forces as may be assigned.
- Makes public presentations to groups and organizations to promote and educate relative to the Parks, Recreation and Arts Department's operation, facilities, future projects and the importance Parks, Recreation and Arts plays in a vibrant community like Chesterfield.
- Meets as needed with individual citizens, subdivision trustee groups and other organizations to provide the highest personal attention and consultation relative to citizens requests, concerns, and needs. Represents the City while working with other governmental jurisdictions, consultants, planners, contractors, volunteers, businesses, civic organizations, and the general public.
- Reports on an ongoing basis to the City Administrator regarding status of activities within the Department. Meets and reports to other City officials and to other groups as required. Responsible for recognizing the need for and development of ordinances, resolutions, and other policy statements to be adopted by the City Council.
- Responsible for evaluation of contractor performance and provide recommendations for contract renewals, cancellations, or modifications.
- Provide oversight and professional administration of the City's Codes and policies as they relate to the Parks, Recreation and Arts Department.
- Interacts, co-ordinates and identifies opportunities to partner and share resources with other Departments and/or organizations within the context of the Community.
- Assists other departments during emergencies and is on-call to respond. Understands that this position is broadly-based, multi-faceted and sometimes requires long hours during the week, weekends and holidays.
- Performs all other related duties as assigned.



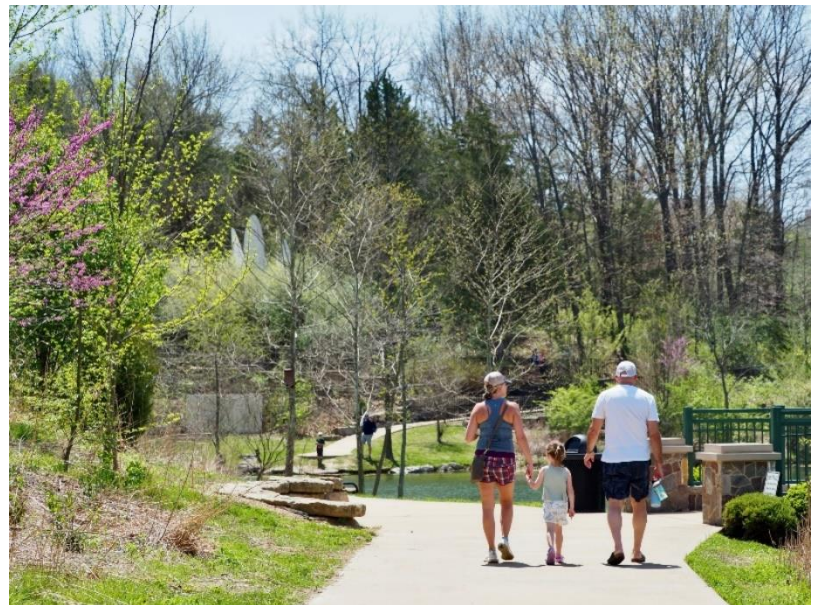
Fishing in Central Park



Public Art – The Awakening



**Recently opened phase two
Of our Riparian Trail**



**Create unique experiences and
points of interest**

Skills, Knowledge and Abilities

- Extensive working knowledge of principles and practices of Parks, Recreation, Arts, Entertainment, Sports and Wellness and the environment: maintenance and operations of city facilities, design, planning, public engagement, planting and maintenance of landscaped areas, recreation programs, special event programming and marketing. General knowledge of windows-based word

processing applications with preference given to the current City standard. Skill in preparing technical reports and communications in both oral and written format.

- Ability to develop and maintain excellent working relationships with other individuals, organizations, public and private partnerships.
- Outgoing personality, team oriented, and a positive problem-solving approach.
- Ability to exercise initiative and independent judgement. Requires excellent organizational skills and the ability to multi-task. Be compassionate and a good listener.
- Position requires strong written and oral communication skills, public speaking and presentation skills, supervisory experience, considering public contact and the ability to manage and respond to the unique demands of a fast-paced environment. Strong administrative ability required.
- Ability to work indoors and outdoors with long hours and varied hours on days, nights, weekends, and holidays. Must be able to bend, kneel, stoop reach and lift. Must be able to stand for extended periods of time and sit or stand at a desk up to fifty percent of the day in a busy office environment where noise and frequent interruptions may prevail. May be required to move tables, chairs, cabinets, product, equipment, supplies, etc. to maximum of 50 pounds.
- Requires alertness, precision, memory, concentration, judgement, reasoning, patience, problem solving, imagination and good listening skills. Must be quality minded, safety conscious, patron and service oriented, a team player and demonstrate continuous initiative.

Minimum Education, Certification and Experience

Graduate of an accredited college or university with a degree in Parks and Recreation Administration, Facility Management, Sports Management, or a closely related field. Master's Degree is preferred, but a bachelor's Degree with significant relevant upper management experience could be substituted. Minimum of ten (10) years of experience with seven (7) years of senior management experience in municipal Parks and Recreation administration, with extensive experience in the administrative and management of a diverse parks, recreation and arts system, or equivalent combination of training and experience which demonstrates the necessary knowledge, abilities and skills for the position. Must have a valid driver's license and must maintain a safe driving record. Certified Parks and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE), CPR and AED certifications are desired. Must frequently attend, supervise, and participate in Department events that occur evenings, weekends, and holidays.

How To Apply:

Apply online at www.chesterfield.mo.us/careers.html or in person at Chesterfield City Hall, 690 Chesterfield Parkway W., Chesterfield, MO 63017. Questions may be sent to Chesterfield Human Resources at hrmanager@chesterfield.mo.us

Position open until filled

Additional information on the Chesterfield Parks Recreation & Arts Department can be found at

[City of Chesterfield, Missouri | Parks, Recreation & Arts](http://www.chesterfield.mo.us/parks-recreation-arts)
<https://www.chesterfield.mo.us/parks-master-plan.html>
[City of Chesterfield HR Brochure](#)