



# CITY OF RIPON

100 Jackson Street \* Ripon, WI 54971-1396

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## Staff Report

**Agenda Item:** Parks and Recreation Director Position

### **Background:**

The city is working through the Park Master Planning Project. As a result of this effort, a recommendation to create a Parks and Recreation Director has been discussed. The city completed a stakeholder meeting with local groups, including the school district, hospital, baseball clubs, Kiwanis, college, Boys & Girls Club, and other parks stakeholders. When the idea of the Director was mentioned at the stakeholder meeting, attendees expressed support. The Parks and Recreation Committee also met to review preliminary master plans and the creation of the position. The Committee voted unanimously to approve the position and recommended the Common Council include it into the 2023 budget.

### **Supporting Documents:**

- 1) Parks and Recreation Director Job Description
- 2) Position Salary Survey from Comparable Communities
- 3) Draft Parks and Recreation Budget for 2023

### **Additional Notes:**

- The recommendation is to house the Parks and Recreation Director and Department at the Senior Activity Center in Murray Park. This would promote greater public use of the new facility and compliment the work of the Senior Activity Center.

### **Action:**

Seeking a motion from the Common Council to prioritize the creation of the Parks and Recreation Director in the 2023 budget.

If this is a priority of the Common Council, staff will work to include this new position/department in the budget. If included in the final 2023 budget, staff will return with the request to post the position with the goal of placing a director in early 2023.

**PARKS AND RECREATION DIRECTOR**  
**City of Ripon**  
**Position Description**  
**DRAFT**

**POSITION SUMMARY:**

The Park and Recreation Director is responsible for the general administration, planning, direction and operations of City Parks and Recreation programs and facilities. The Director functions under the general direction of the City Administrator. The Director exercises administrative direction over assigned personnel. The Director assumes primary responsibility for the development of a well-rounded park and recreation program capable of meeting the leisure time and recreational needs of the residents of all ages of the City and for encouraging citizen participation, attendance and interest. The Director is the primary support staff to the Parks and Recreation Committee, which provides broad policy oversight and advice to the Common Council.

**EXAMPLES OF WORK:**

- Directs and administers the operations and programs of the Parks and Recreations Department.
- Prepares annual operating budgets and five-year capital improvement program.
- Prepares, implements, and updates five-year Community Outdoor Recreation Plan and other park master plans.
- Manages, trains, and supervises department staff, including the Senior Center Director and Parks Maintenance Staff, and recommends the selection of new employees, coordinates and assigns work, allocates personnel, acts on problems, maintains standards, and evaluates performance.
- Provides staff support to Park and Recreation Committee on policy proposals, major program changes, facility planning, and other tasks assigned to the Committee.
- Develops a well-rounded park and recreation program capable of meeting the leisure time and recreational needs of the residents of all ages.
- Coordinates facility agreements between City and School District as well as other facility users such as youth baseball, Boys and Girls Clubs, and other community organizations.
- Coordinates all parks volunteer and fundraising activities, including the Adopt-A-Park Program, corporate sponsorships, and park donations.
- Promotes interest in parks and recreation programs through publicity, joint program brochures with various community groups, and public contacts; speaks before citizen groups, students, and other organizations.
- Compiles and arranges for the printing and community-wide distribution of the summer and fall/winter activity brochures.
- Prepares and manages grant applications for local, state, federal, and other aids for development and maintenance of parks and trail facilities.
- Develops, implements, and assures compliance with department policies, procedures, and standards, for efficient and effective operation and maintenance of department operations.

- Researches, recommends, and purchases equipment and supply purchases for all parks and recreation programs.
- Permits and schedules the use of city parks facilities, including celebrations and special events in the parks with community organizations.
- Produces routine reports on park and recreation programs and facilities.
- Provides general oversight on the management of the Senior Activity Center and Building.
- Respond to emergency call-outs as needed to maintain or secure facilities.
- Responsible for tree planting and maintenance in city parks.
- Assists with general park maintenance activities.
- Keeps the City Administrator, Parks and Recreation Committee, and Common Council advised on the condition and operation of the parks system.
- Perform related duties as assigned by the City Administrator.

**REQUIRED KNOWLEDGE, SKILL, AND ABILITY:**

- Possess positive customer service attitude and ability.
- Ability to report, write or edit articles for publication; write grant applications; prepare and deliver lectures; interview, counsel, or advise people; evaluate technical data.
- Ability to communicate effectively, verbally, and in writing, with customers for registration, reservations, and information, and vendors for park supplies.
- Ability to communicate effectively with professional and community organizations; federal/state governmental or regulatory agencies.
- Knowledge of sports and leisure time activities.
- Skill in operation of parks equipment and maintenance tools.
- Possess ability to manage large-scale capital plans and projects.
- Possess strong administrative and management abilities.
- Possess ability to carry out policies as directed.
- Possess aptitude and desire for continued education.
- Possess ability to cooperate, communicate, and work well with fellow employees.

**EXPERIENCE AND TRAINING:**

- Must possess a bachelor's degree in parks, recreation, leisure services or related fields from an accredited university.
- Demonstrate five (5) years of experience in parks and recreation programs with at least two (2) years on management experience in one or more of those fields.
- Alternatively, any equivalent combination of education, training, and experience with provides the requisite knowledge, skills, and abilities for this position.
- Computer skills, including but not limited, to GIS and general operations.

**PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, carry, twist, crouch; talk and hear. The employee is occasionally required to sit, climb, balance, or smell, and may be required to work in high places. The

employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations. Ability to work under adverse weather conditions.

**ENVIRONMENTAL ADAPTABILITY**

While performing the duties of this position, the employee is regularly exposed to outdoor weather conditions; regularly walks over uneven terrain such as construction sites; near heavy construction equipment and trucks during site inspection work. The noise level in the office work environment is generally low, however, exposure to very loud noises may occur during the inspection of construction sites as well as being exposed to fumes and airborne particles.

WAGE SURVEY													Wage Comparison				
Job Title	Waupaca	Merrill	Shawano	New London	Reedsburg	Ashland	Milton	McFarland	Prairie Du Chien	Berlin	Antigo	Rhineland	Low	High	Average	City of Ripon Wage (\$70,000)	Ripon Wage (+/-) compared to the Average
Population	5916	9081	8928	7121	9508	7841	5594	8845	5605	5524	7779	7617	5524	9508	7447	7802	
Parks and Recreation Director	\$37.01	\$42.62	\$39.08	\$34.43	\$38.46	\$33.88	\$29.29	\$32.98	\$28.65	\$20.59	\$39.19	\$32.05	\$20.59	\$42.62	\$34.02	\$33.65	-\$0.37

# PARKS & RECREATION

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## EXPENSES

Acct No	Account Description	Fiscal Year		Fiscal Year		Change (%)
		2021	Fiscal Year 2022		2023	
		12/31/2021	12/31/2022	6/30/2022		
		Actual	Budget	YTD Actual	Budget	
10-XXXX-51110	FULL TIME SALARIES	0	0	0	70,000	
10-XXXX-51120	PART TIME SALARIES	0	0	0	2,000	0.00%
10-XXXX-51130	OVERTIME	0	0	0	0	0.00%
10-XXXX-51310	HEALTH & LIFE INSURANCE	0	0	0	40,314	0.00%
10-XXXX-51510	SOCIAL SECURITY	0	0	0	5,508	0.00%
10-XXXX-51520	RETIREMENT	0	0	0	4,860	0.00%
10-XXXX-52100	PROFESSIONAL SERVICES	0	0	0	5,000	0.00%
10-XXXX-52110	ADVERTISING	0	0	0	300	0.00%
10-XXXX-52900	OTHER CONTRACTUAL SERVICE	0	0	0	1,000	0.00%
10-XXXX-53100	OFFICE SUPPLIES	0	0	0	500	0.00%
10-XXXX-53200	PUBLICATIONS, DUES, SUBSC	0	0	0	200	0.00%
10-XXXX-53300	PROGRAMING	0	0	0	17,000	0.00%
10-XXXX-53400	OPERAT SUPPLY/SMALL EQUIP	0	0	0	1,000	0.00%
10-XXXX-58100	EQUIPMENT	0	0	0	10,000	0.00%
10-XXXX-59100	CONTINGENCY	0	0	0	0	0.00%
<b>Total Parks &amp; Recreation</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>157,682</b>	<b>0.00%</b>