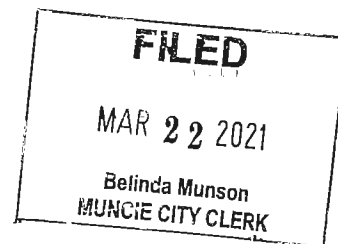


MUNCIE CITY COUNCIL

ORDINANCE NO. 9-21



**AN ORDINANCE CREATING A PROGRAM DIRECTOR FOR THE PARKS AND
RECREATION DEPARTMENT**

WHEREAS, the City of Muncie requires the establishment of a Program Director for the coordination and development of programs for the City of Muncie Parks and Recreation Department; and

WHEREAS, it is necessary to establish such a position to manage the day-to-day coordination and development of programs for the City of Muncie Parks and Recreation Department;

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF MUNCIE, INDIANA AS FOLLOWS:

Section 1. The City of Muncie shall be permitted to establish the Program Director position as follows:

JOB DESCRIPTION

Position Title: Program Director

Department(s): Parks and Recreation Department

Immediate Supervisor: Park Superintendent

Work Schedule: Full-Time, M-F (7:00 a.m. – 3:00 p.m.), Evenings and Weekends as Needed

Salary: \$35,000 - \$42,000

Overtime Status: Exempt

PURPOSE OF POSITION:

The Program Director is the public's point of contact for information about Park Programs and Park Usage; responsible for answering questions from the public; assisting with registrations; and maintaining accurate data for the recreation division.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Coordinate program staff and volunteers in implementing leisure service programs for Muncie Parks and Recreation.
2. Supervise classes, workshops and activities for residents and non-residents in programs.

3. Respond to public inquiries about programs; answer questions; provide information; assist in resolving conflicts and complaints.
4. Assist Park Staff with daily operations
5. Communicate with parents and staff.
6. Promote recreational programs and services to schools, community groups, local youth organizations and the public.
7. Coordinate sponsorship and partnerships for programs and events.
8. Recruit volunteers and interns for events/programs and track hours quarterly.
9. Assist in the marketing efforts of the Department, specifically for Recreation, with social, electronic, and news media as well as appearances at other community and/or county events for promotional purposes. Prepare Recreation Division promotional materials.
10. Prepare and enter data to assist Parks Department with reports, analysis and analysis of Recreation.
11. Assist in maintaining recreation equipment, initiating repairs/replacement and inventory.
12. Assist with registrations for programs, reservations for facilities and assist office staff with other administrative duties.
13. Assist Park Superintendent in supervision of facilities and amenity usage including coverage of evening/weekends as needed.
14. Ability to coordinate and effectively communicate orally and in writing with co-workers, volunteers, Park Superintendent, Park Board, vendors and the public. This includes explaining program details, regulations, priorities, and deadlines to staff.
15. Attend all trainings and meetings as required.
16. Maintain strict confidentiality regarding park issues.
17. Work requires the ability to work extended and/or evening hours, on occasion work weekend/holiday hours.
18. Perform other related duties and/or special projects as needed.
19. All other duties as assigned by Park Superintendent.

MINIMUM QUALIFICATIONS:

1. Associate Degree in a business-related field.
2. Strong skills in writing, editing, communicating and presentation skills.

3. Meet established deadlines.
4. Experience in managing a group of peers.
5. The ability to speak professionally in front of a large group of people.
6. Basic knowledge of standard English grammar, spelling, punctuation and ability to assimilate information from various sources and prepare clear, persuasive communication for oral and written presentation.
7. Basic knowledge of practical application of Muncie Parks and Recreation services and standard principles of municipal government administration.
8. Knowledge and application of Microsoft Word, Outlook, Excel and other software.
9. Function in a team environment and independently when needed on various projects.
10. Ability to learn recreation software, to set up courses/programs, program registrations and process payments.
11. Good ethics and dependable attendance record.

Section 2. This Ordinance shall be in full force and effect upon its passage by the Common Council, its approval by the Mayor of the City of Muncie and its publication in accordance with the law.

Passed by the Common Council of the City of Muncie, Indiana this 3rd day of may, 2021.

	Yeas	Nays	Abstained	Absent
Ralph Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Robinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon Garrett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brad Polk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jerry Dishman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anitra Davis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aaron Clark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ro Selvey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Troy Ingram	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


 President Muncie Common Council

Presented by me to the Mayor for his approval, this 3rd day of May, 2021.

Belinda Munson
Belinda Munson, Muncie City Clerk

The above Ordinance is approved/vetoed by me this 3rd day of May, 2021.

Dan Ridenour
Dan Ridenour, Mayor of the City of Muncie

ATTEST:

Belinda Munson
Belinda Munson, Muncie City Clerk of the Common Council

This Ordinance is proposed by Council Member [Signature] (in-form)

This Ordinance is approved in form by Controller [Signature]

This Ordinance is approved in form by Legal Counsel Mark J. Crimin