

A scenic view of a park featuring a waterfall, a dam, and lush greenery. The image shows a concrete dam with a wooden railing on top, with water cascading over it. To the left, a smaller waterfall flows over a rock formation. The background is filled with dense evergreen trees and a well-maintained lawn. In the foreground, there are large rocks and tall grasses. The overall atmosphere is peaceful and natural.

# IDAHO FALLS

The City of Idaho Falls, Idaho, invites your interest in the position of  
**Parks and Recreation Director**



## ABOUT IDAHO FALLS

Located in the heart of the West and neighboring the majestic Rocky Mountains, Idaho Falls, Idaho combines small town charm with the exciting growth of the nation's fastest growing state.

Idaho Falls is known for being a family-friendly city with outstanding outdoor recreation and quality business prospects. Approximately 63,000 people (more than 130,000 in the surrounding MSA) now call the growing city of Idaho Falls their home.

Named for the beautiful cascade on the Snake River located downtown, Idaho Falls also boasts an extensive greenbelt trail network around the section of the Snake River that cuts through the town. Idaho Falls is the gateway to world-famous Yellowstone National Park, and residents of Idaho Falls also take advantage of the nearby mountainous terrain of the Teton Mountain Range, enjoying outdoor activities such

### PARKS AND RECREATION

The City of Idaho Falls is known for its many outstanding parks and recreational amenities. From the Idaho Falls Zoo at Tautphaus Park, to Idaho's Oldest Rodeo - The War Bonnet Round Up, the Idaho Falls Parks and Recreation Department organizes, manages, maintains and programs some of the most exciting events and venues in Idaho.

as skiing, biking, hiking, camping, snowshoeing, and more.

Culture and entertainment thrive in this little metropolis where annual events like the Mountain Brewers Beer Fest, the Farmer's Market, Snake River Roaring Youth Jam, and The Sidewalk Art Festival on the Greenbelt serve as regional attractions. Local theaters including the Colonial Theater and Civic

Center for the Performing Arts host exciting concerts, plays, and speakers.

The friendly, welcoming community of Idaho Falls serves as a perfect home for families, outdoors enthusiasts, and business-people seeking career opportunities. As our residents and myriad visitors from around the world would agree, Idaho Falls is an excellent place to call home.

## IDAHO FALLS PARKS BY THE NUMBERS

|                                       |                        |  |                                  |
|---------------------------------------|------------------------|--|----------------------------------|
| <b>Acres Maintained</b>               | <b>1573.07 acres</b>   | <b>Bike and Pedestrian Trails</b>            | <b>26 miles</b>                  |
| Neighborhood Parks - 12               | 20.58 acres            | <b>Baseball Fields</b>                       | <b>19</b>                        |
| <b>Civic Parks - 8</b>                | <b>28.88 acres</b>     | Softball Fields                              | 8                                |
| Urban/Community Parks - 21            | 956.16 acres           | <b>Football Fields</b>                       | <b>2</b>                         |
| <b>Other Park Properties</b>          | <b>89.18 acres</b>     | Soccer Fields                                | 23                               |
| Right-of-Ways Developed - 19          | 39.22 acres            | <b>Basketball Courts - Full Courts/Hoops</b> | <b>5 Full Courts/12 Hoops</b>    |
| <b>Right-of-Ways Undeveloped - 21</b> | <b>23.86 acres</b>     | Fishing Ponds                                | 2                                |
| Storm Ponds Developed - 27            | 49.22 acres            | <b>Fishing Piers</b>                         | <b>3</b>                         |
| <b>Storm Ponds Undeveloped - 10</b>   | <b>34.52 acres</b>     | Swimming Pools                               | 1                                |
| Snow Dumps - 9                        | 90.07 acres            | <b>Horseshoe Courts</b>                      | <b>17</b>                        |
| <b>Other Non-Park Properties</b>      | <b>134.98 acres</b>    | Ice Rinks - indoor/outdoor                   | 1 indoor/1 outdoor (winter only) |
| Rose Hill Cemetery                    | 37.7 acres             | <b>Tennis</b>                                | <b>16</b>                        |
| <b>Fielding Memorial Cemetery</b>     | <b>68.7 acres</b>      | Pickleball Courts                            | 4                                |
| City Flower Beds                      | 52                     | <b>Volleyball Courts</b>                     | <b>2</b>                         |
| <b>Downtown Planter Beds</b>          | <b>70</b>              | Picnic Tables                                | > 500                            |
| Hanging Flower Baskets                | 140                    | <b>Trash Barrels</b>                         | <b>&gt; 400</b>                  |
| <b>Picnic Shelters/decks</b>          | <b>24</b>              | Skate Park                                   | 2                                |
| Restrooms - yearly/seasonal           | 5 yearly/24 seasonally | <b>Cross Country Ski Trails</b>              | <b>4</b>                         |
| <b>Playgrounds/swing sets</b>         | <b>24/5</b>            |  |                                  |

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# THE PARKS & RECREATION DEPARTMENT DIRECTOR

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The City of Idaho Falls is rapidly expanding and is in need of a Parks and Recreation Professional who has a vision for the future and a sound grasp of financial principles and practices who can access and allocate resources to manage and maintain the city's current assets.

Working under the broad policy guidance and direction of the Mayor and City Council, the best candidate will be able to perform a variety of professional, managerial and executive duties related to planning, organizing, directing, and coordinating the delivery of public recreation programs, activities, and facilities including, but not limited to, city parks, playgrounds, athletic fields, swimming pools, special event venues, golf courses, zoo and cemeteries.

They will provide general guidance and direction to Department Superintendents, Managers and Supervisors responsible for Parks and Recreation daily operations and provide general supervision to administrative clerical staff.

## ESSENTIAL FUNCTIONS

### THE IDEAL CANDIDATE WILL:

**Possess the ability** to evaluate city parks and recreational needs and demands; determine programs, activities, and facilities necessary to meet public interests and desires; plan, organize, and coordinate for the implementation of all recreational activities and facilities; seek to provide quality year-round recreational opportunities.

**Have the ability** to develop and promote public awareness and support for recreational programs and facilities; respond to requests for information from the general public; meet with various representatives from recreational businesses, user groups, clubs and organizations; provide information the media and the public to promote awareness and support for recreational programs and events.

**Monitor use of** City parks, playgrounds, athletic fields, swimming pools, golf courses, zoo, and cemeteries to insure program or facility goals are achieved; modify and evaluate goals and objectives to meet the changes in public attitudes in recreational activities and programs.

**Recommend** land acquisition and facility construction and/or improvements for

consideration and approval of appropriate recreational facilities and programs.

**Review** annual budget requests and prepare annual Departmental/Divisions appropriations and personnel budgets; monitor Departmental/Divisions expenditures to insure conformity to established fiscal programs and goals; research and prepare applications for grants and other alternative funding sources; receive, manage and account for all funds received from grants, user fees and other sources.

**Evaluate** employee performance and make final decisions regarding personnel actions, such as hiring, promotion, advancement, discipline, dismissal, discharge, and suspension; evaluate parks and recreation facilities and inspect facilities and programs for public and employee safety. Perform program contract management.

**Confer with** Federal, State, Municipal, County, School Officials, Citizen Committees, Special Interest Groups, and the public concerning recreation grants, program emphasis, and priorities; investigate public complaints and criticism and takes corrective action where applicable.

## NECESSARY QUALIFICATIONS

- A Bachelor's degree in Recreation and Park Management or other related field. A Park and Recreation Certification (CPRP) and Master's Degree are preferred.
- Eight (8) years of increasingly responsible professional experience in the field of Public Recreation and/or Parks Management with considerable supervisory experience at an administrative level or an equivalent combination of education and experience.
- A thorough knowledge of objectives and principles of public recreation; facilities and equipment needed to carry out a broad scale recreational program; program development related to a wide spectrum of recreation activities; park design and grounds development; interpersonal communication skills; budget preparation and fiscal management; principles of supervision; funding sources and grant opportunities.
- Considerable knowledge of human behavior psychology and mental hygiene as applied to various recreational interest groups and skill in the art of diplomacy and creative problem solving.
- Ability to evaluate program effectiveness and personnel efficiency without personal prejudice; ability to coordinate the delivery of recreational programs to satisfy the desires of all age groups; ability to develop effective working relationships with federal, state, and local officials, subordinates, and the public; ability to communicate effectively, verbally and in writing; ability to exercise sound judgment and generate workable solutions in problem situations.
- Must possess a valid Idaho State Driver's License or obtain such within six (6) months of employment. Must be or become a Certified Parks and Recreation Professional (CPRP).

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## COMPENSATION EXPECTATIONS

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### **SALARY**

\$91K to \$137K

### **BENEFITS**


The City of Idaho Falls offers a very attractive and comprehensive benefits package that includes:

- Competitive Salary Depending on Experience
- Medical Insurance (PPO option or HSA option)
- Flex Spending Account
- Dental Insurance
- Vision Insurance
- Vacation and Sick Leave
- PERSI Retirement — [www.persi.idaho.gov](http://www.persi.idaho.gov)
- Voluntary 401k
- Employer-funded Life Insurance
- Voluntary Life Insurance
- Education, wellness, and others



## HOW TO **APPLY**

To view the complete job description and job requirements, visit [www.idahofallsidaho.gov/179/Human-Resources](http://www.idahofallsidaho.gov/179/Human-Resources)

Submit a complete application and resume online at [www.idahofallsidaho.gov](http://www.idahofallsidaho.gov). Select  **Employment**, then **Full Time Jobs**.

You may also contact the City of Idaho Falls Human Resources Department at (208) 612-8248 if you have any questions.