

CITY OF OBERLIN, OHIO

ORDINANCE NO. 26-68 AC CMS

AN ORDINANCE TO APPROVE A JOB DESCRIPTION FOR THE POSITION OF PARKS AND RECREATION DIRECTOR TO GO INTO IMMEDIATE EFFECT

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio:

SECTION 1. That the proposed job description for the position of Parks and Recreation Director, attached hereto as Exhibit A and incorporated herein by reference, is hereby approved.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

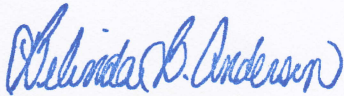
SECTION 3. To approve a job description for the position of Parks and Recreation Director to ensure the efficient operation of the City Administration, and provided that at least five (5) members of Council determine by motion, this Ordinance shall go into full force and effect immediately after its passage; otherwise, it shall take effect on the earliest date allowed by law.

PASSED: 1st Reading: September 8, 2026

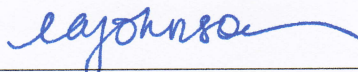
2nd Reading: September 21, 2026

3rd Reading: October 5, 2026

ATTEST:



BELINDA B. ANDERSON, MMC
CLERK OF COUNCIL



EBONI A. JOHNSON
PRESIDENT OF COUNCIL

POSTED: 10/06/2026

EFFECTIVE DATE: 10/05/2026

CITY OF OBERLIN JOB DESCRIPTION

Parks and Recreation Director

Title: Parks and Recreation Director **Department:** Parks and Recreation

Supervisor: City Manager **Positions Supervised:** Parks and Recreation Department Staff

Status: Full-time **Civil Service Status:** Unclassified

FLSA Status: Exempt **Exemption Category:** Administrative

Bargaining Unit: None **Pay Grade:** 7

Schedule: Regular business hours, some evening and weekend hours as needed

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

The Parks and Recreation Director administers, directs, oversees and evaluates the overall operation of the Parks and Recreation Department. The Director is responsible for supervision of the Department personnel and the development, planning, implementation, and evaluation of a comprehensive City Parks and Recreation program. The Director performs and oversees various administrative duties and provides additional support to the City Manager as needed or assigned.

The Parks and Recreation Director shall function with a high degree of independence. He/she shall utilize sound professional judgment, demonstrate planning and organizational skills to establish and manage priorities, programs and staff. The Parks and Recreation Director shall be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The Parks and Recreation Director shall demonstrate effective performance through clear, concise communication; collaboration; proper allocation and utilization of resources; sound decision-making; personal accountability; and responsibility.

While the Parks and Recreation Director consults with the City Manager on issues relating to policy and planning, he/she works independently in supervising the overall technical operations. The Parks and Recreation Director also serves as a member of the City Management Staff.

Minimum Qualifications:

Must have a high school diploma or equivalent. A bachelor's degree and/or at least five (5) years of previous parks and recreation programming and public service delivery experience, working with both youth and adult participants, or an equivalent combination of education and experience which provides

the skills and abilities necessary to perform the job preferred. Experience in park planning, natural resource management, environmental stewardship, or sustainability is desirable. The position requires a valid state of Ohio driver's license.

Primary Job Duties:

- Direct, coordinate and review the goals for the department; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work products, methods and procedures
- Coordinate Department activities to advance the goals and objectives in the City's Comprehensive Plan, Social Equity Plan, Climate Action Plan, and other adopted policies and objectives
- Works with City Communications Manager on the preparation of press releases, advertisements, and marketing materials for parks and recreation programs, services and improvements
- Assist with all major employment actions, including recruiting, hiring, transfer, evaluation, promotion, appointment, termination, discipline and recognition of personnel
- Administer and assist in the negotiation of formal agreements with IBEW collective bargaining unit and process grievances and other employee relation matters
- Identifies supplemental funding sources & prepares for grant applications and funding requests.
- Coordinates the development, documentation, and implementation of short- and long-range plans for the city's parks, programs and facilities
- Prepares, presents and administers the departmental budget and capital improvement plan, monitors monthly and annual financial reports, and recommends adjustments as necessary
- Provides information and advice to public, sports and athletic groups, regulatory agencies and other groups in order to respond to questions, provides guidance and information, and resolves complaints/issues
- Attends meetings and provides support to assigned boards and commissions
- Attends and participates in meetings or other functions, representing the Department and the City in promoting parks and recreational activities
- Attends and participates at City Council meetings when required
- Coordinates with Human Resources on evolving policies and procedures
- Works directly with City departments regarding park projects, quotes, bids, specifications and project progress.
- Facilitates and promotes ongoing research into new approaches and trends and recommends implementation of programs to assist City Manager and the community plan for the future.
- Develops, recommends and oversees the administration of policies and guidelines.
- Maintains and updates Department webpages
- Organizes or assists with organization of City events as necessary
- Performs related work as required and assigned

Required Knowledge, Skills and Abilities:

- Knowledge of principals and methods of parks and playground planning, development and maintenance
- Knowledge of local government practices and procedures including public sector procurement
- Knowledge of Ohio Public Records Laws and related regulations regarding records retention and destruction

- Knowledge of sustainable park management, environmental stewardship, natural resource conservation, and green infrastructure
- Knowledge of City of Oberlin policies/procedures
- Knowledge of procedures regarding various committees, boards and commissions
- Ability to establish and maintain effective working relationships with supervisors, co-workers, direct reports, other City employees, business representatives and members of the public
- Ability to plan, organize, direct and coordinate department activities
- Ability to supervise, train and develop employees effectively
- Ability to perform routine office procedures
- Ability to research problems, collect and organize information and prepare summary reports of data and other information
- Ability to multi-task and perform with evolving priorities
- Ability to operate industry-specific computer software, as well as software for word processing, spreadsheet, database management, power point presentations
- Ability to communicate effectively both verbally and in writing
- Ability to work independently
- Ability to investigate, analyze and effectively resolve problems and conflicts
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment

Work Environment and Equipment Utilized: Standard office equipment is utilized routinely in the job, and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls, as well as outside the office under various weather conditions. The employee may be required to sit for extended periods, and perform routine physical tasks such as bending, squatting, lifting (≤ 20 lbs.) and reaching.

Approved by:

Supervisor Signature/Date

Appointing Authority Signature/Date

Human Resources Signature/Date

Law Director Signature/Date

Reviewed by Civil Service Comm.: 12/8/2022
Reviewed by City Council:

Employee Acknowledgement:

By signing below, I acknowledge that I have received a copy of this job description.

Employee Printed Name

Employee Signature/Date