



# OSHTEMO TOWNSHIP JOB POSTING



## Parks Director

### **GENERAL SUMMARY:**

Under the direct supervision of the Township Supervisor, performs administrative and professional work directing the management and operations of the Parks. This position works closely with Maintenance Department personnel. There are currently no other staff in the Parks Department.

### **ABOUT OSHTEMO TOWNSHIP:**

Oshtemo Township is beautifully nestled on the western edge of Kalamazoo County in southwest lower Michigan. Comfortably seated halfway between the cities of Chicago and Detroit, the area offers an abundance of urban and rural settings for everyone to enjoy, including about a half hour drive to beautiful Lake Michigan. Originally known as an agricultural region, Oshtemo is now predominantly a residential community with a strong commercial area along West Main Street, which serves communities in the western and northern parts of the county and beyond. As a community with a large residential base, growing and convenient commercial base, low taxes, as well as the public-school districts of Kalamazoo, Mattawan, and Otsego, Oshtemo is an attractive place in which to live and work.

Because of these and other attractions, our population growth remains steady and strong. Between 1980 and 2010, Oshtemo Township's population nearly doubled from 10,958 to 21,705. The recent 2020 US Census reports our population to be 23,747 which is a 6.8% increase over the last 10-years. Projections from the 2011 Master Plan suggest that the Township's population will continue to increase steadily, reaching more than 33,000 residents by the year 2040. Of the 24 communities in Kalamazoo County, Oshtemo is the 3rd largest municipality.

### **PHYSICAL REQUIREMENTS:**

Physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made upon request to enable an individual with a disability to perform these essential job functions.

The employee must be able to visit all park properties within the Township. The ability to drive is required to view the parks and their amenities. During park visits park properties to review all on-site structures, trails, playground equipment, athletic fields, etc.

While at the office, the Parks Director must be able to type reports and permits and prepare maps. The Parks Director must also be able to visually review schematic drawings, permit applications, site plans and related documents. In addition, the employee must be able to meet with outside agencies and organizations.

Several days of the year, the employee must be able to work up to 12 hours per day and attend necessary public meetings. During public input meetings, Planning Commission, and Township Board meetings, the employee must also be able to present reports publicly using a computer and a projector system.

The ability to operate a computer, copy machine, and answer the telephone is necessary.

The ability to communicate the goals of the Parks Committee, prepare reports and analyses and recommendations not only to the public, but also to the Parks Committee, Planning Commission, Township Board, orally and in writing, in English, is required.

### **TYPICAL RESPONSIBILITIES:**

- Provide staff assistance to Parks Committee to implement the Five-Year Parks and Recreation Master Plan.
- Develop and implement parks and open space goals, objectives, policies, and procedures. Seek and utilize public input in the development of parks and open space goals and objectives.
- Plan, organize and direct Parks Committee activities including land acquisition and park planning, design, development, and improvement.
- Direct, oversee and participate in the development of the Parks Committee work plan, lead

projects and programs, monitor workflow, review and evaluate work products, methods and procedures.

- Provide staff support to Oshtemo Friends of the Parks' Board, coordinate volunteer projects in the parks, including recruiting and managing volunteers, and plan and host public events in the parks with support from volunteers. Some weekend work will be required.
- Research grant opportunities and prepare grant applications to fund park improvement projects, including State and private grant sources. Implement grant funded projects and administer grants, including grant reporting.
- Prepare the Parks draft budget; assist in budget preparation with the Parks Committee; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Develop and manage park information on the Township website.
- Work with Township Treasurer's staff to manage rentals of park facilities for private and public events.
- Build and maintain positive working relationships with co-workers, other parks and open space organizations, employees and the public using principles of good customer service.
- Represent the Township to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Provide landscape plan review support to planning staff.

The above statements are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all job duties.

#### **EMPLOYMENT QUALIFICATIONS:**

**DRIVERS LICENSE REQUIREMENT:** Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses).

**EDUCATION:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in landscape architecture, parks and recreation, environmental design, or a related field.

**EXPERIENCE:** Two years of increasingly responsible experience in park planning, design, and development.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform duties required by position.

#### **COMPENSATION & BENEFITS:**

This position is salary exempt with a starting salary range of \$55,000-\$75,000. Oshtemo Township offers a generous benefits package that includes family medical, vision, and dental insurance through Blue Cross Blue Shield of Michigan, basic life, AD&D, short-term and long-term disability insurance; 401(a) with up to 8% Township contribution; 457 plans; Paid Time Off; and 13 paid holidays each year.

**Please e-mail your resume to [sfeister@oshtemo.org](mailto:sfeister@oshtemo.org) and complete the employment application (link below)**

**<https://us.openforms.com/Form/15f2b9fd-51a7-44b5-9b12-f9bc9aa4f576>**

**by 02/23/23 to apply.**