

Park and Recreation Director – Sapulpa, Oklahoma

Work with various agencies and organizations to secure Grants and funding for activities to promote recreation.

Recommend and/or establish procedures for the proper care and maintenance of all structures and facilities under the administration of the Parks & Recreation Services Department.

Plan, determine specifications, supplies and equipment needs and oversee the construction of new facilities as well as remodeling existing facilities.

Demonstrate responsibility for the coordination of all services provided by the Parks and Recreation Department, maximizing the use of manpower, equipment, supplies and facilities.

Plan the coordination of City-Wide events, meeting with representatives of the various organizations and assisting in the promotional activities.

Oversee the operation of the Senior Citizen Center, including the activities program and bus operation.

Coordinate all activities and programs that ensure quality development and proper maintenance of all park land recreation facilities, youth sport complexes, walking trails and habitats.

Coordinate the completion of a variety of surveys and questionnaires pertaining to securing grants and funding for beautification projects, improvement projects, ADA compliance and trout stocking.

Oversee the swimming pool operations.

Assist the public and provide information to promote good public relations.

Prepare the fiscal year budget, coordinating all efforts with the Finance Director and City Manager for final approval. Prepare necessary documentation to support requested budget items, including staffing changes, new equipment purchases, projects, etc.