

**POSITION DESCRIPTION  
COUNTY OF DECATUR, INDIANA**

**POSITION:** Executive Director  
**DEPARTMENT:** Parks and Recreation  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** EXE (Executive)

**DATE WRITTEN:** November 2023  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Decatur County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as the Executive Director for the Decatur County Parks and Recreation Department, responsible for overseeing all functions of the department and providing quality recreational opportunities for the residents of Decatur County.

**DUTIES:**

Oversees Department operations including, planning, organizing, coordinating and directing recreation programs.

Develops and implements long and short-term goals, for recreation, programs, parks and facilities to accommodate community growth, goals and park's needs. Receives input from community groups and organizations regarding parks and recreation needs.

Plans, directs, and participates in providing an expanding and flexible program of recreational activities for all segments, groups, ages, and interest levels of the community.

Supervises and directs department personnel, including interviewing candidates, making hiring decisions, orienting new subordinates, planning and delegating work assignments, establishing specific work goals, training and motivating assigned staff, determining significant changes in responsibilities, evaluating performance results, recommending personnel actions, keeping supervisor and staff informed of organization developments, maintaining discipline and recommending corrective action, and communicating and administering personnel programs and procedures.

Oversees and coordinates all maintenance operations of the department grounds and facility management, including landscaping needs such as plants, flowers, weeds, mulch and water.

Prepares annual department budget and submits to the Board for approval. Oversees financial records, claims, revenue and expenditure activities, and monthly program reports and recommends fee structures for programs. Researches and performs all administrative duties for Department grants.

Reviews and approves bi-weekly payroll and oversees all monthly reports of collection.

Oversees Maintenance and ensures various duties are completed in a timely manner.

Responds to complaints and questions from the public.

Recommends development and maintenance of park and playground areas and structures and facilities.

Performs various administrative tasks including, preparing pool work schedules, orders pool supplies and concessions, scheduling for Camp Rainbow, and organizes floats for Department participation in local parades.

Attends meetings of department heads, boards, agencies, and community groups to present department programs and needs.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate degree preferred or equivalent years of experience in related field.

Must be at least 21 years of age.

Ability to meet all hiring and retention requirements, including passage of a drug test and background check.

Thorough knowledge of practices accepted in the field of public parks and recreation management, planning, and development, with ability to apply such knowledge to meet the needs of the community.

Practical knowledge of basic accounting, bookkeeping, and payroll standard practices and procedures, with ability to ensure proper preparation and administration of Department budgets and related financial procedures and controls.

Practical knowledge of grants and grant administration with ability to meet grant requirements, including collecting data and compiling reports.

Knowledge of current literature, trends and developments in the field of parks and recreation development.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare correspondence and detailed reports.

Ability to supervise and direct department personnel, including interviewing candidates, making hiring decisions, orienting new subordinates, planning and delegating work assignments, establishing specific work goals, training and motivating assigned staff, determining significant changes in responsibilities, evaluating performance results, recommending personnel actions, keeping supervisor and staff informed of organization developments, maintaining discipline and recommending corrective action, and communicating and administering personnel programs and procedures.

Ability to properly use standard office equipment, including fax machine, telephone, printer, and computer.

Ability to count, compute and make arithmetic calculations.

Ability to effectively communicate orally and in writing with the co-workers, other County departments, volunteers, Board members, Commissioners, Community Foundation, City of Greensburg Mayor, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time and occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to read and interpret detailed prints, sketches and layouts.

Ability to prepare and deliver public presentations.

Ability to occasionally work extended hours, weekends, and evenings and travel out of town for meetings and visit other park departments, and regularly respond to emergencies on 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent develops own objectives for areas of responsibility and establishes major administrative policies, procedures, and performance standards. Incumbent is accountable for Department results.

## **III. RESPONSIBILITY:**

Incumbent performs duties within general guidelines where desired results are indicated. Incumbent is responsible for addressing unusual problems and/or circumstances. Incumbent's decisions have a substantial impact on departmental operations, and work product may be reviewed upon conclusion for soundness of judgment and conformity with departmental standards.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains contact with co-workers, other County departments, volunteers, Board members, Commissioners, Community Foundation, City of Greensburg Mayor, and the public for the purposes of giving and receiving information, supervising personnel, rendering service, giving instructions, and exchanging ideas.

Incumbent reports directly to the Parks and Recreation Board.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and outdoors, involving sitting/walking at will, sitting/standing/walking for long periods, driving, keyboarding, working in extreme temperatures, working near dust, and dirt, lifting/carrying objects weighing up to 50 pounds, pushing/pulling objects, bending/reaching, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, and hearing sounds/communication.

Incumbent is occasionally required to work extended hours, weekends, and evenings and travel out of town for meetings and visit other park departments, and regularly respond to emergencies on 24-hour basis.

Interested applicants should apply at <https://decaturcounty.in.gov/jobs> and return application and resume to [hr@decaturcounty.in.gov](mailto:hr@decaturcounty.in.gov)

*Decatur County is an Equal Employment Opportunity Employer*

Posted: 5/1/2025

Removed: 5/9/2025