

Ordinance No. 1965-3
AN ORDINANCE CREATING THE POSITION OF
DIRECTOR OF PARKS AND RECREATION IN THE CITY
OF ST. CHARLES, KANE COUNTY, ILLINOIS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES,
KANE COUNTY, ILLINOIS:

SECTION 1: Creation. There is hereby created a position in the City of St. Charles, Illinois, which shall be known as the Director of Parks and Recreation.

SECTION 2: Purpose. The purpose of the office of Director of Parks and Recreation is to have a responsible and administrative person specialized in the work involving the organization and supervision of the functions and services of the municipal park and recreation department.

SECTION 3: Appointment and Bond. The Director of Parks and Recreation shall be appointed by the Mayor with the consent and approval of the City Council each year. He shall, before entering upon the duties of his office, give bond to the City in such amount and form as the City Council shall approve, conditioned for the faithful discharge of his duties.

SECTION 4: Salary. The salary for the Director of Parks and Recreation shall be determined from the job qualifications and specifications to be approved by the City Council.

SECTION 5: Duties Generally. The Director of Parks and Recreation shall become an executive position in the City of St. Charles, Illinois, and involves responsibility for planning, organizing and directing a city-wide recreation program for all age groups of both sexes in the community and the management and maintenance of all public parks, recreation areas and the facilities contained therein. His duties as Director of Parks and Recreation will include the following, to-wit:

- (a) He shall recommend and consult with the park and recreation board on the development of policies and general plans for departmental operation.
- (b) The performance of the director of parks and recreation is periodically reviewed through conferences, reports and evaluations by members of the park and recreation board.

- (c) He shall superintend the organization and conduct of the community-wide recreation program.
- (d) He shall superintend the care and improvement of park and recreation areas and facilities.
- (e) He shall recruit, train, assign and supervise the work of all department employees.
- (f) Evaluate public recreation activities to determine the efficiency of program services.
- (g) Promote the public use of recreation and park areas and facilities and equipment for both group and individual use through a continuing program of public education.
- (h) Establish and maintain cooperative planning and working relationships with all local governmental, voluntary and private agency, groups and individuals, concerned with recreation and park programs and services.
- (i) Superintend the acquisition, planning, design, construction, or park and recreation areas and facilities under the control of the park and recreation board.
- (j) Annually, prepare the department budget estimates; requisitions needed supplies, materials and equipment; and control the department expenditures to the limit of the budgeted items.
- (k) Prepare periodic administrative reports and an annual report on the services of the department.
- (l) Assume the responsibility for making studies and surveys which will point up long range program and facility needs to meet the needs of changing neighborhoods.

and any other proper and necessary duties in connection with his work.

SECTION 6: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 7: This ordinance shall be in full force and effect from and after its passage and approval according to law.

Presented to the City Council of the City of St. Charles, Illinois, this 18th day of January, A. D. 1965.

Passed by the City Council of the City of St. Charles, Illinois, this 18th day of January, A. D. 1965.

Approved by me as Mayor of the City of St. Charles, Illinois, this 19th day of January, A. D. 1965.

George Neumann