



PARKS AND RECREATION SUPERINTENDENT

DEFINITION

Under general direction, organizes, supervises, coordinates and directs recreation and parks and open space programs and activities and provides responsible and complex professional staff assistance to the Assistant City Manager and City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, maintenance and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to:

Organize, supervise and direct staff and operations of recreation programs, including pre-school, youth, after school, summer, senior and cultural programs, aquatics, youth and adult sports, classes, special events and parks and open space.

Ensure program compliance with Federal, State and local laws, ordinances, policies and procedures.

Evaluate programs, recommend and implement improvements and modifications.

Participate in the development of Department goals and objectives, policies and priorities for the City's recreation, parks and open space programs; recommend and implement changes in policies and programs.

Prepare and monitor budget, manage petty cash fund, collection of funds for rentals and snack bar, either cash or credit card, preparation of invoices and purchase orders and monitor same.

Prepare Requests for Proposal and monitor contracts.

Train, supervise, evaluate, motivate and discipline subordinate staff.

Assist in development of the Capital Improvement Program.

Manage maintenance work projects; prepare time, material and equipment estimates; select and requisition materials and equipment; ensure timely completion of projects.

Manage maintenance of open space and parks, including sports fields, playgrounds/play areas and equipment.

Serve as liaison and make presentations to residents, governmental agencies, City Council, commissions, community groups and businesses.

Supervise and/or assist in the planning and implementation of special events, coordinating with other City departments, outside agencies and service providers.

Inventory and develop replacement list of supplies, equipment, order and purchase supplies and equipment following established bidding procedures.

Supervise and participate in the design and distribution of publicity/informational materials and strategies, including website information.

Develop and maintain records, files and reports, including City Council agenda reports.

May manage and supervise Work Release programs, participants and activities.

Prepare grant applications and ensure grant fund compliance.

Solicit, monitor and track sponsorships and partnering opportunities.

Respond to and resolve citizen inquiries and difficult complaints.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office practices, procedures, methods, computers and phones.

Methods, materials, equipment and strategies used in recreation programs and administration.

Principles of budget preparation and monitoring.

Principles of employee training, supervision and evaluation.

Federal, State, local laws and ordinances, policies and procedures.

Techniques used in publicity and marketing.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Work with staff and the public.

Respond to questions from the public and staff.

Analyze problems/challenges and identify and implement solutions.

Develop activities to engage the public in recreation programs.

Remain current on trends and innovations in parks and recreation programming and administration.

Prepare and monitor program budget.

Prepare and maintain records and reports, memos, correspondence and related documents.

Train, supervise, evaluate, motivate and discipline subordinate staff.

Plan and implement special events.

Plan and organize work to meet schedules and timelines.

Communicate clearly, both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS in Recreation Administration or related field and five (5) years increasingly responsible experience in parks and recreation programming and administration, including two (2) years in a supervisory capacity.

LICENSE OR CERTIFICATE

Possession of a valid Class C California driver's license and a good driving record. Possession of First Aid and CPR Certificates desired.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Essential job functions and A.D.A. requirements include:

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to participate in recreation programs and events.

Ability to sit for two hours at a time.

Ability to lift up to 20 pounds.

Ability to climb a footstool or ladder for the purposes of retrieving records.

Ability to get from one location to another in the course of doing business.