

Parks and Recreation Superintendent

Department: Parks and Recreation
Reports To: Assistant City Manager

Salary Grade: M 14 \$56,250.00 to \$75,000.00
FLSA: Management/Exempt

Purpose:

Responsible for directing and managing the operations of the Parks and Recreation Department as well as Facility Maintenance.

Essential Job Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Coordinates the daily operations of the Parks and Recreation functions and field operations, establishes broad priorities and work sequences, allocates equipment, material and manpower.
- Plans, directs and oversees the maintenance and repair of municipal facilities and parks throughout the City.
- Identifies goals and objectives for programs, services and facilities. Develops and recommends to the Assistant City Manager short and long range plans and programs for Parks and Recreation.
- Responsible for directing and coordinating special events at parks & recreation facilities.
- Responsible for managing service contracts for parks maintenance & recreational programming as directed.
- Ensures compliance with all City and departmental policies and procedures. Assures full distribution, understanding and integration of adopted procedures and guidelines within the organizational units, including all city wide policies and procedures. Organizes the operational demands and workflow of the department. Makes adjustments to the structure, methods, procedures and workflows to reflect changes and operational demands.
- Prepares the department's annual budget. Approves expenditures and assumes responsibility for the funds allocated to the operation of programs, services, parks and facilities.
- Assists in the planning, coordination and supervision of capital projects for parks and recreation facilities and projects.
- Performs a full range of supervisory duties over employees including recruitment, selection, training, counseling, evaluating, discipline and termination. Conducts annual performance appraisals and reviews employees.
- Serves as the primary contact and liaison for the City of Sanger with the Parks Board, Keep Sanger Beautiful Board, sports organizations and the public.
- Investigates and responds in a timely manner to citizens complaints and concerns.
- Seeks opportunities for training and increased knowledge for employees.
- Regular and punctual attendance including after normal business hours and weekends.
- Attends meetings as required, responds to inquiries and questions regarding Parks and Recreation.
- Develops and maintains a positive working relationship with fellow employees, elected officials, supervisors, citizens of our community, clients and others.

Additional Duties:

Performs other duties as assigned.

Auxiliary Expectations:

- Excellent customer relations practices.
- Follow all City safety rules and operating procedures at all times.
- Follow record retention laws for all paperwork.
- Maintain proficiency by attending trainings and meetings, reading materials and networking.
- Make use of available resources to keep abreast of upcoming or new regulations and legislation within areas of responsibility.
- Practice common courtesy and respect fellow employees especially related to work schedule, workload and time-off coordination.

Minimum Qualifications:

- Bachelor's Degree in Recreation and Parks Administration or related field.
- Five (5) years of progressively responsible experience in Parks and Recreation at a supervisory level.
- Any equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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- Certified herbicide applicator or ability to obtain within twelve (12) months of employment.
- Certified pesticide applicator or ability to obtain within twelve (12) months of employment.

Conditions of Employment:

Must have a valid Class “B” within 90 days of employment and maintain throughout employment.
Must pass a drug test, drivers license check, criminal history background check, credit check and social security number verification check.

Knowledge, Skills, and Abilities:

- Knowledge of supervisory principles.
- Knowledge of the materials, methods and techniques used in Parks and Recreation; maintenance and repair activities including methods and techniques used in erosion control and irrigation, and proper vegetation maintenance.
- Considerable knowledge of the principles, practices and administration and recreation programming and park maintenance, repair and construction.
- Excellent computer skills including proficiency in Microsoft software applications such as Outlook, Word, Excel, and Power Point.
- Ability to read and interpret plans and specification and to maintain records and prepare reports.
- Ability to establish and maintain good working relationships with other City employees and the public.
- Ability to communicate effectively in English both verbally and in writing.
- Ability to utilize computer hardware and software to produce reports, analyze data and maintain records.

Preferences:

- Irrigation Certification.
- Bilingual in Spanish.

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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