



## JOB DESCRIPTION

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**JOB TITLE:** Superintendent - Recreation

**JOB CODE:** 3280

**DEPARTMENT:** Community Services/Parks & Recreation

**FLSA STATUS:** Exempt

**REPORTS TO:** Director of Community Services

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### SUMMARY OF JOB PURPOSE

Plans, promotes, organizes, and administers public recreation service for the entire community, ensuring a high standard of customer service and proper accountability of funding and expenditures; ensures the enforcement of Title 13 of the County Code and department/county policies and procedures regulating the use of park and recreation facilities; develops and administers the annual recreation division operating and capital equipment and development budgets, and assures delivery of optimal service levels within the constraints of the budget.

### ESSENTIAL FUNCTIONS

1. Establishes annual performance objectives for the Recreation Division and evaluates the effectiveness of recreation areas, facilities, and services; oversees the acquisition, planning, design, construction, and maintenance of recreation facilities; administers the selection process of independent contractors and evaluates services; reviews program analysis documentation and prepares performance reports to the Director of Community Services as requested.
2. Assists the Director of Community Services and Parks Superintendent with the development and oversight of major and minor improvement plans for parks and other landscaped areas by reviewing plans, assisting in the selection and management of project consultants, reviewing bids, and inspecting development progress.
3. Effectively manages department personnel by evaluating and analyzing department issues, recommends and implements solutions, prioritizes and assigns tasks and projects, reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; participates in the interview process and training of new employees; develops staff skills and empowers employees through effective coaching and teambuilding; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
4. Ensures the public may enjoy use of the parks and recreation programs, pursuant to Title 13 of the County Code, and departmental policies and procedures; studies local conditions and develops immediate and long range plans to meet the recreational needs of all age groups; prepares and presents a variety of reports, updates, and informational items to the County Commissioners, Parks and Recreation Commission, public groups, committees, and staff.
5. Develops and administers department budget and authorizes expenditures; prepares special and recurring reports; recommends and implements changes to existing policies; develops financial strategies and alternatives for projects; directs, reviews, and authorizes revenue collection of all parks facilities, programs, and other services; maintains department records for the recreation division.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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6. Administers the department computer network comprised of 25 desktops and laptops, including software and hardware updates, programming, and training. Acts as department liaison with County Information Systems and Technology Services Departments to ensure best practices for network connectivity, data processing systems and data storage.
7. Responds to citizen inquiries and complaints; conducts investigations to determine responsibility and methods of resolving problems; interprets recreation programs to the public and maintains cooperative planning and working relationships with allied public and voluntary agencies; serves as the technical adviser to the County and as recreation consultant to the community; serves as the Director of Community Services in his/her absence, and/or as requested.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Bachelor's Degree in Recreation Management, Leisure Services, or other related field, plus five (5) years of progressively responsible recreation programming and personnel management experience with at least three (3) years in a supervisory capacity; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, and/or boards of directors.

#### MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of plane, and solid geometry and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of theories, principles, and techniques of recreation and/or leisure services; thorough understanding of activities that make for successful community recreation programs; ability to analyze community leisure service needs and evaluate program effectiveness; knowledge of principles and practices of facility operations and general facility and equipment maintenance; knowledge and skill in principles and practices as they relate to training and supervision, handling citizen inquiries and complaints, developing and administering budgets, handling fees and accounting for revenues and expenditures, and setting fees and administering reservation procedures for park and recreational facilities and programs.

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#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record; Certified Parks and Recreation Professional (CPRP) certification preferred; must be able to pass a drug test, background, and fingerprint check.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and the noise level in this environment is usually moderate.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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