



Approved by:	<i>Zionsville Board of Park & Recreation</i>
Date approved:	<i>June 10, 2020</i>
Reviewed:	<i>June 10, 2020</i>

Job title	<i>Superintendent of Parks and Recreation</i>
Reports to	<i>Board of Park and Recreation</i>

Job purpose

The Town of Zionsville, IN, a progressive, growing community of over 25,000 people known for its quality of life and village atmosphere and located immediately northwest of Indianapolis, has a park system with over 20 separate parks with over 500 acres of parkland and a professional staff engaged in recreational programming and maintaining and improving the parks and park facilities. Working within the policies, budgets, and directives established by the Board of Park & Recreation (the “Board”), and compliant with Indiana Code 36-10-3, the Superintendent of Parks & Recreation (the “Superintendent”) is the senior paid staff executive responsible for all operations of the Department of Parks & Recreation (the “Department”).

Duties and responsibilities

The Superintendent reports directly to the Board and also is as a member of the Mayor’s departmental staff. Exercising appropriate discretion, the Superintendent’s functional duties include:

- General administration and supervision
- Management, coordination and execution of recreational programs and activities, including those at the Zion Nature Center and Zionsville Golf Course
- Management of maintenance of parks and park facilities
- Management of habitat/ecosystems in parks
- Acquisition and construction of new parks and park facilities
- Procurement and maintenance of Department capital equipment
- Preparation of both an annual budget and, in conjunction with the Board, long-range strategic plans

The position involves direct execution of technical duties, requiring approximately 25% of work time, such as the following:

- Monitor status of parks and park facilities and habitat through periodic on-site inspections
- Plan and conduct or assist in the conduct of education and recreation programs
- Communicate effectively with the public and promote effectively the Department through written and verbal means

- Identify and apply for available local, state and federal grants to help fund departmental projects

The position requires a variety of administrative and management duties to carry out departmental operation plans. These duties will require approximately 75% of work time, and are defined as planning, leading, organizing, and controlling activities such as the following:

- Hire, train and supervise departmental employees
- Plan and manage maintenance programs
- Plan and manage recreation programs
- Plan and manage capital improvement projects
- Prepare in coordination with the Board and Town Administration the annual departmental budget for the Department
- Administer the departmental budget; prepare departmental claims
- Maintain records, prepare reports, including annual report to Board and Board meeting minutes
- Coordinate efforts of citizen volunteer groups
- Secure and manage state, local and federal grants benefitting the Department

Qualifications

This position requires a demonstrated knowledge of (i) management/leadership theory; (ii) management of governmental departmental or similar budgets; (iii) recreation program development and management; (iv) ecological concepts and principles and ecosystem development and support; and (v) park and park facility maintenance best practices. The position requires demonstrated abilities to interact with and communicate effectively, verbally and in writing, to a wide range of constituents. Experience negotiating service agreements and/or land use arrangements will be considered a plus.

The Superintendent must be self-motivated; have the ability to work independently within budget limits; have the management ability to plan, organize, lead, and control all aspects of Department operations; have the ability to lead, develop, supervise and evaluate departmental employees; use effective team work and networking skills in working with Board members, Town Administration officials, employees, contractors, and citizens. The position requires sufficient computer skills to facilitate presentation preparation and delivery and basic spreadsheet preparation and use.

Educational Qualifications include:

- BS or BA in park-related disciplines such a park management, recreation, or ecology; or comparable post-graduate degree or certifications
- Relevant advanced degree or certifications preferred
- Minimum five (5) years of parks and recreation experience

Working conditions

This position requires the ability to work outdoors in a variety of natural terrains and weather conditions. The position will require some weekend work, evening hours, and increased workload and schedule from March through November.

Direct reports

Reporting directly to the Superintendent are the following: Director of Parks Maintenance, Parks Naturalist, and Golf Course Manager.

Employee Signature:	
Date:	
Print Name:	