TOWN OF ST. JOHN
POSITION DESCRIPTION
PARKS & RECREATION SUPERINTENDENT

CLASS TITLE: Parks and Recreation Superintendent [Salary Exempt Employee]

DEPARTMENT: Department of Parks and Recreation

DIVISION: Parks and Recreation

GENERAL PURPOSE

Performs a variety of complex professional and administrative work in planning, developing, scheduling, directing, and implementing year-round, a town-wide park system and recreational programs; provides leadership, direction, and general administrative oversight to the Parks and Recreation Department and Employees; and establishes and maintains community and public engagement and involvement.

SUPERVISION RECEIVED

Works under the guidance and direction of the Board of Parks and Recreation, "Park Board," and the direct supervision of the Town Manager.

SUPERVISION EXERCISED

Exercises administrative direction over the Department of Parks and Recreation, "Department". Employees of the Department, parks, open spaces, and recreational programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Proposes a plan for the operation of the Department annually for review by the Town Manager and approval by the Park Board, administers annual plans as approved, and prepares and presents an annual report to the Park Board.

2. Supervises the general administration of the Department; keeps the records of the Department; and preserves all papers and documents of the Department.

3. Recommends persons for appointment as assistants if the Park Board determines such a need exists; appoints employees, subject to the approval of the Park Board, according to standards and qualifications fixed by the Board.

4. Provides leadership and direction in the development and implementation of short-range and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed. Reports findings and recommendations to the Town Manager for review and the Park Board for approval.

5. Provides professional advice and makes presentations to the Park Board, Department Heads, Staff, other boards, and the general public.

6. Compiles, composes, prepares, and maintains a monthly report, goals and objectives, and other reports as needed for the Town Manager's review and the Park Board's approval. Collaborates with Town Manager and Staff to prepare the annual Parks and Recreation budget for the Park Board's review and the Town Council's approval.

7. Assists the Town Manager in the development of public policy and capital projects within the Parks and Recreation Department for approval by the Park Board.

8. Establishes and maintains relationships with all regulatory agencies associated with Parks and Recreation, including Indiana Department of Natural Resources and association conservation officers.

9. Prepares grant applications. Administers private, local, state, and federal grant programs to meet human service needs. Monitors grant payments and collections.

10. Manages departmental and interdepartmental correspondence and responds accordingly; addresses the public and civic organizations to provide information on policies-procedures and availability of facilities for public use; oversees all public relations and social media for parks, park facilities, recreational programs, and special events.

11. Organizes, directs, and supervises park and recreation programming to provide diverse and varied programs for a variety of interests and age groups. Reviews and implements changes or new programs to meet changing needs of the community.

12. Recruits, interviews, hires, evaluates, and dismisses recreational staff and nonprofessional employees with final approval from the Park Board. Recruits and retains volunteers; oversees all volunteer-based services.

13. Develop and implement policies, operational procedures, and standards to effectively manage daily operations, staff, and assure compliance with established policies and procedures; ensures assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

14. Determines and communicates work procedures, official plans, policies, and procedures to staff, and expedites workflow through written and oral instruction; prepares work schedules; studies and standardizes procedures to improve efficiency and effectiveness of operations; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Oversees reports created and maintained by Department Employees.

15. Ensures good communication between workers and citizens and resolves any grievances; performs or assists subordinates in performing duties; addresses and/or adjusts errors and complaints. Recognizes, evaluates, and responsively controls

negative, rowdy, or potentially uncurious situations and channel energies into acceptable behavior.

16. Prepares cost estimates to plan and provide for improvements in the park facilities. Assists and advises the Town Manager on project construction and park improvement matters.

17. Supervises and manages the planning of new parks, playgrounds, and the necessary amenities for the proper construction and maintenance of the facilities.

18. Establishes and maintains frequent contact with co-workers; other departments; related local, county, and state departments; Public Officials, other recreational organizations, and the public to exchange and/or explain information; explain/interpret policies and procedures; coordinate program activities; and resolve problems related to parks and recreational programs.

19. Perform any other duties as assigned by the Park Board and/or Town Manager.

PERIPHERAL DUTIES

❑ Serves as a member of various town employee committees, as assigned.

❑ Attends Town Council meetings to make presentations or give reports when requested.

❑ Assists Staff in the performance of their duties as required.

DESIRED MINIMUM QUALIFICATIONS

❑ Education and Experience:

(a) Graduation from a college or university with a bachelor's degree in parks, recreational and leisure services, or related field;

(b) Four (4) to six (6) years of related experience and/or training in parks and recreation programs; or equivalent combination of education and experience;

(c) Professional certification through the National Recreation and Park Association, Certified Parks and Recreation Professional (CPRP) or Certified Parks and Recreation Executive (CPRE) preferred;

(d) Should be a member of the Indiana Parks and Recreations Association in good standing, or the ability to become one.

❑ Necessary Knowledge, Skills, and Abilities:

(a) Thorough knowledge of the principles and practices of modern parks and recreation programs; Thorough knowledge of equipment and facilities required in a comprehensive park and recreation program; Extensive knowledge of the principles and practices of programming and use of public buildings and park facilities; Considerable knowledge of community recreation needs and resources; Working knowledge of community recreation

needs and resources; Working knowledge of the principles and practices of office management, work organization, and supervision.

(b) Skill in operation of listed tools and equipment.

(c) Ability to plan, organize, coordinate, and implement a comprehensive community park and recreation program; Ability to coordinate, analyze, and utilize a variety of reports and records; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

SPECIAL REQUIREMENTS

❑ Must be at least 21 years of age; possess a valid state driver's license or ability to obtain one; provide proof of employment eligibility; pass a background check and pre-employment drug screening test.

❑ Possess or obtain CPR and First Aid Certification within 6 months of hire.

❑ Ability to work nights and weekends for meetings, programs, and events, as needed.

TOOLS AND EQUIPMENT USED

Ability to use modern office equipment such as: Personal computer including word processing, spreadsheets, PowerPoint, Outlook and other software, copier, telephone, fax machine, postage machine, radio, calculator, and Town-owned vehicles. In addition, the Parks Director may need to provide direct supervision and/or assist with maintenance or construction projects located in the town parks that requires the use of equipment. Ability to operate department vehicles and machinery.

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, work occasionally will be physical in nature and require the ability to lift and/or carry up to fifty (50) pounds. The employee is frequently required to sit, stand, walk, bend, lift, and talk or hear. The employee occasionally may be required to use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee occasionally may be required to climb or balance; stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The employee occasionally may be exposed to wet and/or humid conditions, fumes, and potentially toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately noisy to noisy when in the field.

SELECTION GUIDELINES

- Formal application, rating of education and experience, oral interview and reference check, and job-related tests may be required.

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.