



DATE	October 2022
JOB CODE	
FLSA	EXEMPT ADMINISTRATIVE
EEO	

JOB TITLE: Recreation Superintendent
 DEPARTMENT/DIVISION: Parks & Recreation
 REPORTS TO: Recreation Manager

SUMMARY: Responsible for leading and overseeing the daily operations of recreation facilities, staff, and activities to include: development of staff; overseeing, scheduling, and coordinating projects; maintaining databases and related files and records; record and evaluate program performances; performing problem resolution activities. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Directs recreation personnel and prioritizes and assigns tasks and projects, coaches, and mentors' staff, providing opportunities for growth through work assignments and training, interviewing, recommending new hires and promotions, mentors work, develops staff skills, meets regularly with staff to discuss, and resolve workload and technical issues.
- Ensures that all personnel are informed of Department policies, business plan goals, and works through subordinate staff to ensure adherence to policies and procedures.
- Develops and reinforces Division objectives and deliverables and assists in the preparation of staff reports and division budgets, including recommendations for fiscal allocations and expenditures.
- Responds to citizen complaints which have not been resolved within the Recreation Division.
- Assists with preparation of Recreation Division budgets, including programs and facility operations.
- Selects and manages the performance of external vendors and contractors, which includes soliciting short-term bids from vendors; defining vendor specifications; recommending vendor selection; placing orders with vendors; providing technical expertise and guidance to contractors; ensuring terms of contracts are met; evaluating vendor and contractor performance. Defining contract terms and agreements; authorizing payments to contractors and vendors; and/or performing other related activities.
- Monitor recreation programs, leagues, and services; evaluate the efficiency and effectiveness to meet the needs of the community; identify opportunities for improvement based on best business and industry practices and direct the implementation of change.
- Assists in the development of a relationship with community organizations, public agencies to form and utilize joint use agreements for recreational activities and facilities.
- Develop, update, and monitor public relations plan, utilizing social media and website.
- Oversee the division revenue generation; analyzes cost effectiveness of programs, facility operations, and related contracts.
- Provides support to staff to identify possible grant funding opportunities and administration as related to Parks and Recreation programs.
- All other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervisory responsibility over Recreation Supervisors.
- Oversight, development, and usage of multiple operation, maintenance, donation, and capital budgets.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of supervisory principles.
- Knowledge of public administration principles.
- Knowledge of project management techniques and methods.
- Knowledge of safety procedures and practices.
- Knowledge of program budgeting principles and practices.
- Knowledge of contract management principles and practices.
- Knowledge of applicable laws, codes, ordinances, rules, regulations, policies, and procedures.
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting circumstances and making decisions where uncertainty in approach, methodology, and interpretation may exist.
- Skilled in monitoring and evaluating the work of subordinates and external contractors.
- Skilled in recognizing problems, identifying alternative solutions, and making appropriate recommendations.
- Skilled in delegation, organizing, and prioritizing work as well as managing multiple simultaneous projects.
- Skilled in mediating and negotiation conflict and handling sensitive topics.
- Skilled in providing and training customer service.
- Skilled in adapting to rapidly changing environments.
- Skilled in operating a computer and related software applications.
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Parks and Recreation or related field.
- Four years of progressively responsible experience in assignment, including two years of supervisory experience.
- Must possess a valid Texas Class C driver's license.

PREFERENCES:

- Bilingual in Spanish
- Certified Parks and Recreation Professional Certification (CPRP) or obtain within one year of hire date.

WORKING CONDITIONS:

- Frequent reaching, climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, crawling, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Works is typically performed in both indoor and outdoor environments, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts.
- Potential exposure to risk of electrical shock, vibration, fumes, airborne particles, and infectious diseases.

CONDITIONS OF EMPLOYMENT:

- Must possess a valid Texas Class C driver's license.
- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.