

SUPERINTENDENT OF RECREATION AND PARKS

DISTINGUISHING FEATURES OF THE CLASS: This is difficult administrative and supervisory work involving a responsibility for planning and directing a full-time, year-round program and the development and maintenance of recreation and park facilities. General direction is received from a Recreation and/or Park Commission. Supervision is exercised over a substantial number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and supervises the conduct of a recreation program;
Selects and trains recreation staff and maintenance personnel;
Prepares, presents and directs the execution of the budget;
Informs the public of the recreation program by working with and speaking to various groups, attending meetings and preparing and distributing publicity material;
Plans and coordinates the overall park physical development;
Directs the maintenance of recreation and park facilities on a year-round basis including care of shrubs, lawns, picnic areas and fire places, golfing facilities, tennis courts, athletic fields, swimming pools and recreation buildings;
Conducts research projects, keeps records and makes periodic reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of recreation administration, theory and practices; good knowledge of park management and development; good knowledge of planning, acquiring and equipping recreation facilities and areas; working knowledge of public administration; ability to administer a large recreation program; ability to promote, plan and organize recreation activities; ability to work with groups of people of all ages; ability to speak before assemblies of different interest groups; ability to write clearly and concisely.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Recreation and three (3) years of responsible supervisory or administrative experience in the conduct of recreation activities, one (1) year of which must have included a responsibility for the maintenance of grounds and facilities.

NOTES:

1. A Master's degree in Recreation may be substituted for one year of the required experience other than that concerned with the responsibility for the maintenance of grounds and facilities.
2. A degree in a field allied to recreation which has included or has been supplemented by at least 12 credit hours in professional recreation courses and one (1) additional year of required experience may be substituted for the equivalent degree in recreation.

PROMOTION: One (1) year of permanent competitive class status as an Assistant Superintendent of Recreation and Parks.