

City of Batesville
Job Description
Job Title: Recreation Superintendent

Exempt (Y/N): Yes

Shift: First

Department: Parks

Supervisor: Jeff Owens

Prepared By: Jeff Owens

Dot Code:

Location: Parks and Recreation Office

Employee Name:

Date: 2-3-2017

Summary: The Recreation Superintendent for the Parks and Recreation Department will have the responsibility of planning, developing, promoting, supervising and evaluating a comprehensive recreation program for the Parks and Recreation Department. In addition, the Recreation Superintendent will assume other responsibilities as assigned by the Parks and Recreation Director.

Essential Duties and Responsibilities include the following, but are not limited to:

Providing good customer service to both internal and external customers, maintaining positive and effective working relationships with other city employees (especially members of his or her own team), and have regular and reliable attendance that is non-disruptive.

Perform supervisory responsibilities which may include: interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Carry out supervisory responsibilities in accordance with the City's policies and applicable laws.

Oversee recreation staff and programs that include all youth and adult sports leagues along with any special community events.

Supervise the recreation staff and oversee the operation, budget, programming and marketing of the Batesville Community Center.

Attend monthly meetings of the Batesville Parks Commission and provide administrative support.

Coordinate external special events, leagues and tournaments utilizing Batesville Parks for events/ programs. Work with external entities utilizing the City's facilities and work closely with special interest groups to ensure they provide quality programs for Batesville citizen's.

Supervise and assist with maintaining records and preparing monthly, quarterly and annual recreation program reports including but not limited to participation numbers, expense and revenue, purchasing, etc....

Assist in planning, preparing, presenting and administering the annual operating budget for the recreation programs.

Approve travel requests, budget adjustments, journal entries and other actions as authorized to facilitate the operation of assigned programs. Review and approve timesheets for the units supervise, or as authorized in the absence of the Parks and Recreation Director.

Resolve citizen and in-house requests by delegating service requests / work orders to proper personnel.

Work with the City Clerk to oversee and monitor the department's revenue, ensuring accurate accounting for recreation programs, aquatics operations, sponsorships and donations and special events.

Coordinate and work with park maintenance personnel to ensure all program facilities are adequately maintained and safe for public use.

Responsible for the department's public relations and marketing plan. This includes, but is not limited to preparing press releases, posting on social media, making presentations to clubs/groups, as well as, working with the local media outlets to promote the department.

Work with the staff to develop and update the department's website to inform the public of the department's activities and offerings. Prepare promotional material to inform the public about park facilities and special events.

Research grants and write applications for programs and facilities.

Serve as Project manager for Capital Improvement Projects or other special projects as assigned by the Parks and Recreation Director.

Solicit and contract with instructors to implement recreation programs and classes.

Attend and supervise recreation programs and special events which are held in the evenings and on weekends.

Attend various meetings and events as assigned to represent the City and the Parks and Recreation Department. This will include hours outside of a normal work day schedule.

As assigned, act as the Director during the absence of the Parks and Recreation Director.

Administer and oversee Special Events Requests submitted to the Parks and Recreation Department. Review requests for approval, communicate the requests to review the conditions set by the Department and provide supervision as needed for the event including any necessary follow-up.

Review for approval the payments for independent contractors who provide services to the programming division. (umpires, referees, instructors, etc...)

Perform other duties as assigned.

Qualifications Requirements: 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 Physical Education or other Sports Related Field; or two years of experience in a related field; or equivalent combination of education and experience. A minimum of three years management experience.

Language Skills:

Ability to respond to common inquiries or complaints from parents, sponsors, or the administrators of the grants which help to fund the program. Ability to create presentations and write articles for publication. Ability to effectively present information to top management and public groups.

Computer Skills:

Must be proficient in the use of a computer and other related software programs. Must be able to effectively operate standard office equipment.

Certificates, Licenses, Registrations:

Current Arkansas Driver's License

Other Skills and Abilities:

Ability to interface well with citizens, fellow employees, and city officials.

Ability to work effectively in a team environment.

Ability to effectively supervise.

Ability to complete Assigned projects with a minimal amount of direct supervision.

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 sit; use hands to finger, handle, or feel objects; and reach with hands and arms. The employee frequently is required to walk and talk or hear. The employee must occasionally lift objects weighing 20 pounds.

Work Environment: The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with the disabilities to perform the essential functions.

While performing the duties of this job, the employee will work inside as well as in outdoor weather conditions. Due to the outdoor work necessary the employee may be exposed to wet, and / or humid conditions.