

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Superintendent of Recreation
Sch.& Grade PAT 12
Class Code AC26
FLSA Status Exempt
Bargain Unit Elig. Not Eligible
Occupational Group Parks(Recreation & Admin)

PRIMARY PURPOSE:

Plan, organize, staff and administer a comprehensive recreation program for the Springfield-Greene County Park Board.

SUPERVISION:

Under general supervision of the Assistant Director of Parks; supervises professional, technical and support staff personnel.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Oversees the development, implementation, evaluation, and administration of the Springfield-Greene County Recreation Division.
2. Formulates and establishes appropriate policies and procedures for recreation programs, activities, and the effective use and proper maintenance of a wide variety of recreation facilities. Prepares Strategic Plans for the Recreation Division as required.
3. Supervises Recreation Division unit managers responsible for various program areas; conducts unit managers' performance evaluations, schedules and approves leave, recommends and implements disciplinary action; participates in and makes recommendations regarding hiring decisions on unit managers.
4. Provides guidance and direction to unit managers regarding staff assigned to them and recreation programming in their area
5. Prepares, evaluates and monitors the Recreation Division budget.
6. Prepares a variety of reports and maintains required records for the Recreation Division.
7. Delivers presentations to the Director, Assistant Director, Park Board, general public, organizations, and city staff members regarding recreation programs and issues.
8. In conjunction with the Sports Commission plans and organizes major events such as Firefall, Olympic Centers, professional and amateur sports events of a national, regional, state or local nature, or other special recreation activities.
9. Oversees the development, approval and dissemination of publications such as brochures, manuals, and fliers for the Recreation Division.
10. Develops, applies, and monitors National, State, and Local Level Recreation Grants.
11. Provides guidance and direction over Concession Sales and Operations.

IMPORTANT FUNCTIONS:

1. Attends seminars, conferences, workshops, and other training for professional development.
2. Knowledgeable of modern information systems and applications.
3. Develops and maintains a balance in involvement with organizations such as Amateur Softball Association, United States Tennis Association, and other similar affiliations.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, objectives, and practices of public recreation administration and the philosophy of public recreation; supervisory techniques; financial analysis relating to program revenue and expense and budgets.

Abilities

Effectively oversee and administer the Recreation Division of the Springfield-Greene County Park Board; utilize sound independent judgement and make responsible decisions and recommendations; analyze and evaluate Recreation Division operations; establish and communicate clear goals and objectives; prepare and present reports, speeches, programs, etc.; communicate effectively both verbally and in writing; deal effectively and courteously with associates, outside agencies, and the general public; follow oral and written instructions; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out mission statements and quality management philosophies of the Springfield-Greene County Park Board and City of Springfield; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited four-year college or university with a Bachelor's Degree in Recreation or related area plus six years of experience in recreation management and administration. Master's degree in a related field is desirable.

Physical Requirements

Performs bending and reaching to both ground level and overhead; holds and grips objects; must be able to observe leisure programs for evaluation purposes and to identify facility and operational concerns.

Working Environment

Primarily indoors with heating and cooling regulated; susceptible to extreme weather conditions when traveling to facilities or attending outdoor recreation events.

Licensing/Certification

Certification as a Certified Parks and Recreation Professional (CPRP) preferred. Certification in recreation administration or public administration is desired.

Miscellaneous Requirements

Attends evening and weekend meetings, special events, programs, etc. as required. If operating a motor vehicle for the purpose of completing job duties, must possess a valid Motor Vehicle Operator's License.

Last Revision:	February 21, 2012	GENERAL ORDINANCE NO. 4853
Comments:	Updated Abilities	Date: November 23, 1998

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____