

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Supt. of Special Facilities</u>
Sch & Grade	<u>PAT-12</u>
Class Code	<u>AC56</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Recreation</u>

PRIMARY PURPOSE:

Plans, organizes and administers activities of the Special Facilities Division for the Springfield-Greene County Park Board. Special Facilities Division is responsible for natural, agricultural and environmentally sensitive areas consisting of 50 to 200 acres, referred to as Community Metropolitan Parks.

SUPERVISION:

Under the general supervision of the Director and/or Assistant Director, directly or indirectly supervises a large division including professional, technical, craft & trade, and administrative support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. The Special Facilities Division has general responsibility for operations, maintenance and recreation activities and programs conducted at Community Metropolitan Parks. These facilities require development and implementation of conservation and environmentally focused programs and best practices, livestock management of domestic animal care and their facilities, and management of historical and preservation sites and programs.
2. Handles appropriate personnel matters for the division including staffing, training, performance evaluations, disciplinary issues, etc.
3. Represents the Department as assigned in dealing with the public and governmental agencies on matters related to the Special Facilities Division.
4. Participates in the development and implementation of departmental policies and makes recommendations regarding fees and assessments related to programs and facility management.
5. Prepares, monitors, and administers division operating budget.
6. Prepares necessary written and verbal reports as well as a variety of correspondence.
7. Attends meetings as requested or assigned related to department and division business.
8. Makes periodic field inspections and safety checks of Special Facility areas.
9. Prepares and presents speeches to groups including City Council, the general public, Park Board, County Commission, technical conferences, etc. as assigned or applicable.
10. Operates retail sales such as concessions or merchandise outlets.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training for professional development purposes.
2. Utilizes necessary computer applications such as word processing, database, spreadsheets, internet, and email.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Principles, methods, and procedures related to a comprehensive management program for one or more of the following areas depending upon assignment: Fleet and equipment maintenance; maintenance and operation of facilities and buildings; horticulture; park planning and design; and/or special use recreation facilities; recreation and event management. Knowledge of public administration techniques and basic principles and procedures involved in budget administration. Knowledge of applicable legal issues and regulations appropriate to the assignment.

Abilities

Plan, organize, direct and supervise the employees and activities for the assigned department; utilize sound, independent judgment and make responsible decisions and recommendations; follow oral and written instructions; communicate effectively both verbally and in writing including preparing reports and making presentations; deal effectively and courteously with supervisors, co-workers, board members, contractors, vendors, developers, architects, engineers, Conservation Department, agricultural agencies, USDA, environmental, other outside agencies and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the Parks stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited four-year college or university with a Bachelor's Degree in Conservation, Agriculture, Environment Sciences, Recreation, Business, or a related field, plus at least five years of increasingly responsible professional supervisory and/or project management experience related to agriculture, livestock management, safety and risk management, recreation programming and event management, and facility maintenance activities as appropriate to the assignment. Masters Degree in a related field is desired.

Physical Requirements

Must be able to make inspections of various sites and periodic walk-throughs of facilities which involves climbing ladders and stairs, bending, squatting, and reaching; pushes and pulls up to 60 pounds for general administrative duties; must be able to observe and identify violations, operational concerns, etc. relating to facility operations and equipment maintenance and repair.

Working Environment

Primarily indoors with heating and cooling regulated; may be exposed to extreme heat, cold, dust and/or pollen when supervising or coordinating facilities operations, recreation programs, or events and making on-site evaluations.

Licensing/Certification

Certified Park and Recreation Professional (CPRP) is desirable or other management certifications as applicable.

Miscellaneous Requirements

If operating a motor vehicle for the purpose of completing job duties, must possess or have the ability to obtain and maintain a valid Missouri Motor Vehicle Operator's License.

Last Revision:	February 21, 2012	GENERAL ORDINANCE NO. 5564
Comments:	Updated Abilities	Date: June 26, 2006

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:** _____