

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB362 Recreation Superintendent
POSITION #/TITLE: 2427 Recreation Superintendent	Adopted: 06-07
	Revised: 05-14

POSITION DESCRIPTION

Dept /Division: Parks & Recreation/Recreation	Manager Level: Manager of Division
Salary Plan/Description: NBU/Non-Bargaining	Salary Grade: 16
Reports To Position #/Job Code #/JC Title: 2524/NB361/Parks & Recreation Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job Fit Assessment
Personal Protective Equipment: None	

General Statement of Duties

Provides program leadership and administration in the operation of the Recreation programming division of the Parks and Recreation Department. Performs departmental supervision in absence of the Director of Parks and Recreation, as assigned; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Supervises the activities of the Parks and Recreation Department Program Supervisors, the Marketing Coordinator, and the Administrative Assistant III including recommending, planning and personally monitoring their training and professional development and discipline;

Provides budgetary direction for the division, including coordination of operating, capital equipment and capital improvement budgets, budget analysis and budget decisions. Monitors department expenditures and revenues and recommends program fees. Formulates and recommends the annual division budget to the Parks and Recreation Director;

Provides information, alternatives and recommendations to the Director for decision making, policy adoption and special project studies;

Attends meetings as assigned and represents the Division at City and community functions. Serves as spokesperson for the Division as needed;

Interacts and coordinates activities and partnerships with other city departments and outside organizations for optimal use of resources and program delivery;

Prepares, maintains and monitors progress of established division goals and objectives;

Maintains close liaison with the Director to ensure efficient and optimal use of facilities, resources and staff;

Interacts and maintains close liaison with the Parks and Recreation Department division leaders to ensure efficient and effective use of resources and program delivery. Serves as a member of the Parks and Recreation Department management team;

Manages and supervises the delivery of quality recreation programming of the department that meets the needs of the community;

Conducts annual performance appraisals of professional staff and insures annual performance appraisals of subordinate staff are conducted;

Makes personnel decisions and insures decisions conform to department procedures and city policy;

Maintains regular contact with the Parks and Recreation Director to apprise the Director of division's operation and future plans;

Oversees recruitment and selection of full-time, part-time and seasonal division staff;

Coordinates all use of recreation facilities and park land by city programs and community groups;

Coordinates the employee feedback process soliciting, reviewing and recommending positive change for the department;

Listens and responds to complaints, suggestions and ideas from the general public regarding division activities;

Attends the meetings of and provides information to the Recreation Commission;

Performs departmental supervision in absence of the Director of Parks and Recreation, as assigned;

Conducts timely performance reviews and monitors performance and staffing needs;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Demonstrated knowledge of principles, methods, techniques and practices of contemporary public recreation programming;

Demonstrated knowledge of principles, methods, techniques and practices of contemporary public recreation administration. Awareness and ability to articulate traditional and contemporary concepts of management and show how these can be implemented into community recreation agencies;

Knowledge and demonstrated experience in motivation techniques and delegation skills;

Knowledge and demonstrated experience in preparation, monitoring, analyzing and administration of budgets, to include operating, capital equipment and capital improvement budgets;

Knowledge of facility maintenance operations and planning;

Knowledge and demonstrated experience in statistical techniques and analysis of data;

Knowledge and demonstrated ability to articulate a vision of the role of community recreation in society;

Ability to communicate both verbally and in writing in a variety of settings (e.g. public meetings, City Council meetings, with the media, press releases, staff reports, major studies, memorandums, etc);

Ability to manage and direct a professional staff by ensuring the quality and efficiency of work, the understanding of their responsibilities and the resolution of their questions;

Ability to effectively communicate with the public, answer questions, and resolve problems;

Evidence of continuing professional development through attendance at workshops, professional development courses, conferences, professional writing, presentations, etc.;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in recreation management or related field; and

Considerable experience in recreation administration, management, and recreation programming; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

National Recreation & Parks Association (NRPA) recognized Certified Park and Recreation Professional preferred.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Requires the following, with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hardcopy form;

Sufficient manual dexterity, which permits the employee to operate a keyboard and produce hand-written materials and notations;

Sufficient personal mobility, which permits the employee to visit various work sites in the City and to attend a wide variety of parks and recreation events.