

CITY OF ELKHART – JOB DESCRIPTION

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| DEPARTMENT | Parks & Recreation | POSITION | Superintendent |
| DIVISION | | STATUS | Full-time |
| CATEGORY | Salaried, Appointed by the Mayor and confirmed by the Park Board. | FLSA | Exempt |
| REPORTS TO | Mayor | DATE | July 2018 |
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| JOB SUMMARY | Responsible for planning and managing the activities of the department; including recreational, seasonal aquatics operations, youth and adult athletics/activities, special events and other activities related to recreation. Also provides leadership, management and administrative direction to staff. | | |
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| PRINCIPAL DUTIES AND RESPONSIBILITIES | <ul style="list-style-type: none">• Ensure all department activities and public engagement and experiences represents the City Elkhart and the primary parks and recreational strategic master plans and objectives.• Monitor parks programs, and services; evaluate the efficiency and effectiveness to meets the needs of the community; identify opportunities for improvement based on best business and industry practices and direct the implementation of change.• Establish, implement, and enforce departmental and city policies, rules, regulations, procedures, and guidelines.• Develop and administer the department's annual operating budget; provide budgetary analysis on all budgets; approve and monitor expenditures in accordance with approved budgets and purchasing rules.• Advise staff and provide recommendations on operational issues, personnel matters, and capital projects.• Coordinate the department's activities; organize and prioritize workload; make work assignments, monitor status of work in progress, and inspect completed work.• Troubleshoot problem situations.• Provide staff support to the City officials.• Coordinate and oversee immediate and long-range planning efforts to meet community needs for open space, recreation programs, facility development, and personnel.• Maintain compliance through completion of a Parks and Recreation Master Plan and its required implementation guidelines.• Conduct community-wide surveys, studies, research, and technical investigations for planning purposes.• Identify needs in the community while involving the community and creating community support in the process; develop effective partnerships and sponsorships with community organizations.• Respond to internal and external customer questions and complaints related to department operation; research problem and initiate problem resolution.• Supervise and assist with internal systems and financial systems.• Ensure department compliance with applicable codes, laws, rules, | | |

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| | regulations, standards, policies, and procedures; initiate actions necessary to correct deviations or violations. |
| OTHER DUTIES AND RESPONSIBILITIES | <ul style="list-style-type: none"> • Responsible for any projects engaged through bonding. • Maintain comprehensive current knowledge and awareness of applicable laws and regulations; maintain awareness of new trends and advances in the profession; read professional literature; • Maintain professional affiliations; attend workshops and training sessions as appropriate. • Provide general oversight of program areas in absence of or in support of supervisory staff members. • Perform other related duties as required. |
| EDUCATION AND EXPERIENCE | <ul style="list-style-type: none"> • Bachelor's degree in Administration, Recreation, Parks and Leisure studies, Marketing, Communication or a related field required. • Graduate degree in Business Administration, Public Administration or related field preferred but not required. • Minimum of 5 years of experience in increasingly responsible management positions. <p>Or</p> <ul style="list-style-type: none"> • Any combination of related education and/or work experience totaling nine (9) years is acceptable. • Certified Park and Recreation Professional (CPRP) credential preferred but not required. • Must have valid driver's license. |
| KNOWLEDGE, SKILLS, AND ABILITIES | <p>Must have Knowledge of:</p> <p>Recreation, cultural and social needs of the community.</p> <ul style="list-style-type: none"> • Procedures for planning, implementing, and maintaining a variety of recreation and leisure time activities and programs through community participation. • Principles and practices of organization, administration, and personnel management. • Standard program evaluation methods and report writing procedures. • Modern office practices, procedures, methods and equipment. <p>Must Possess the Ability to:</p> <ul style="list-style-type: none"> • Design, develop, and implement recreation programs suited to the needs of the community. • Analyze, interpret, and explain Department policies and procedures. • Supervise, train, and evaluate staff. • Elicit community and organizational support for programs. • Communicate clearly and concisely, both orally and in writing. • Prepare and administer a Department budget. • Establish and maintain effective working relationships with those contacted in the course of work. |

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| PHYSICAL, MENTAL, AND VISUAL SKILLS | 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 frequently required to sit, walk, talk, or hear. |
| WORKING CONDITIONS | Work is performed in a 40 plus hours per week standard office environment, however there many outside meetings and other park-related functions which will require evening and weekend hours. |
| POST OFFER TESTING REQUIRED | <ul style="list-style-type: none"> • The City of Elkhart is a Drug Free Workplace. Therefore, successfully passing a post offer drug screen is required (random drug testing may be conducted after employment). • Background checks producing acceptable BMV and criminal history reports required. |
| POLICY STATEMENT | <ul style="list-style-type: none"> • The incumbent is required to possess the knowledge, skills, and abilities, and the physical, mental, and visual skills described in this job description to perform the principal duties, responsibilities and essential job functions. • This job description is intended to describe the general nature and level of work being performed by the incumbent. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job and “other” duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. • This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employee holding this position will be required to perform any other job-related duties as requested by the Mayor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. |

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract, and the above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described. Rather they are intended only to describe the general nature of the job.

EMPLOYEE _____ **DATE** _____

DEPT. HEAD APPROVAL _____ **DATE** _____

HUMAN RESOURCES DH

DATE