



Superintendent of Recreation **Non-exempt, Full-Time** **Parks and Recreation Department**

Job Summary: Under general supervision of the Director of Parks and Recreation, is responsible for, directs, and supervises the City's recreation operations, including the planning, development, promotion, and evaluation of recreation programs and special events; and the supervision and coordination of day-to-day operations of recreation facilities. Assigned areas of responsibility may include any combination of: athletic programs; special interest classes; senior adult programs; facility rentals; youth activities; administrative services; special events; cultural programs; education courses; and aquatics.

Equipment Used / Job Locations / Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Tools and equipment used: personal computer, multi-line phone, copy and fax machine, cash register, mobile or portable radio, and automobile.

While performing duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

Essential Functions & Job Responsibilities: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Coordinates with the Director of Parks and Recreation and the Recreation Division staff for the promotion of departmental marketing on social media platforms, website, and with other visual marketing materials, publications and news releases.

- Coordinates the promotion of City-wide recreation and community services with other staff, divisions, and departments.
- Studies the recreational needs of the community.
- Plans, develops and organizes recreation programs and activities to offer well-rounded offerings to the public.
- Evaluates the effectiveness of programs through a variety of assessment tools including surveys, feedback, and data, and takes appropriate action.
- Conducts studies and prepares reports of recreation needs, facilities usage, and community services as assigned.
- Provides significant input into long-range plans for Recreation operations in the form of written or oral reports.
- Develops procedures and systems for program registration and facility scheduling and oversees the reservation and registration system.
- Prepares annual budget for assigned areas of responsibility and maintains budget control of expenses throughout the year.
- Prepares grant applications, contracts, agreements, and written reports.
- Oversees the collection and reporting of funds.
- Reviews and approves the use and scheduling of recreation facilities.
- Assists in the planning and coordination of recreation facility renovation and development projects.
- Selects, trains, develops, schedules and evaluates personnel in assigned areas.
- May represent the department at committee and commission meetings as assigned.
- May perform other departmental administrative, budgetary, and public relations matters as directed.

Required Knowledge & Abilities: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily.

Knowledge / Education: Knowledge of various social media platforms and ability to create engaging marketing materials; knowledge of the principles and practices of planning, directing, and promoting recreation programs; knowledge of the principles and practices related to facility operations and scheduling; knowledge of supervisory skills, practices, and techniques; knowledge of personnel rules and evaluation; some knowledge of the principles of public administration and budgeting.

Ability to: write clear and concise reports, correspondence, publications, and press releases; make effective oral presentations; effectively train and supervise staff; deal tactfully with people; evaluate situations and make decisions; understand and carry out oral and written instructions and use independent judgment and initiative; adhere to

multiple deadlines and handle multiple projects; conduct effective analysis of programs, services, and facilities; plan, promote, and evaluate program activity and personnel; work effectively with co-workers, various civic groups, organizations, and people of all ages; possess or ability to attain CPR/First Aid and AED certification; possess or ability to possess a State of Tennessee Driver's License.

This position is considered safety sensitive and is subject to the City's drug and alcohol random testing policy.

Training & Experience: A typical way of obtaining the knowledge, skills and abilities outlined above is graduating from a four-year college or university with a degree in Recreation Administration or a closely related field; five years of experience in organizing, coordinating, and supervising a variety of recreational programs and special events; any equivalent combination of education and experience.

Physical & Mental Demands: The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing duties of the job, the employee is frequently required to walk, sit, and talk and hear. The employee is occasionally required to use hands to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. This employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

This employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

Mental Demands: While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with City staff, other organizations and the public.