

MAJOR FUNCTION

This is highly responsible professional, administrative, and supervisory work in planning, developing, coordinating, and directing comprehensive parks, athletics, aquatics, recreation, or special event programs and operations for the City. Work involves overseeing the development, promotion, operation, and maintenance of recreational and park facilities and programs to meet community needs. Employees in this classification are responsible for directing the work of professional, technical, and operational staff. Work is performed under the general administrative direction of an Assistant Director or Director of Parks, Recreation & Neighborhood Affairs and is reviewed through conferences, reports, observations, and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, organizes, develops, and administers comprehensive recreation, athletics, aquatics, or park programs including community centers, playgrounds, special events, aquatics operations, or facility activities. Coordinates and directs staff and resources to ensure the effective and efficient operation and maintenance of recreational, athletic, aquatics, tennis/pickleball, or park facilities. Develops goals and objectives and long-range plans for the expansion and enhancement of programs and facilities; recommends and implements policies and procedures to improve operations and service delivery. Oversees budget development and administration for assigned program areas; monitors expenditures, revenues, and purchasing requests; prepares financial reports and makes budgetary recommendations. Plans, directs, and reviews the work of professional and technical staff; recruits, selects, trains, evaluates, and disciplines staff; conducts performance evaluations and recommends personnel actions including transfers, promotions, and merit increases. Oversees the promotion and marketing of programs and facilities; coordinates the development and distribution of promotional materials such as press releases, flyers, and brochures. Coordinates and schedules tournaments, leagues, special events, or community activities; partners with schools, civic groups, neighborhood associations, and external agencies to increase participation and maximize resources. Ensures facilities, grounds, equipment, and/or activities comply with applicable safety regulations, City policies, and state and federal laws. Oversees maintenance programs for indoor and outdoor facilities, playgrounds, aquatics centers, tennis and pickleball courts, trails, or parks including landscaping, irrigation, pest control, construction, and renovation. Responds to and resolves complex operational issues, community concerns, and customer complaints. Conducts surveys, research, and needs assessments to evaluate program effectiveness and community satisfaction. Prepares reports, correspondence, grant applications, and other administrative documents. Ensures division compliance with the City's Equal Opportunity Plan and related federal and state laws

Other Important Duties

Serves as liaison with other agencies in coordinating division programs. Performs related work as required. Conducts and coordinates mandatory and in-service staff training programs. Represents the department at community meetings, civic organizations, and professional associations. Develops and maintains public-private partnerships, sponsorships, and collaborative programming initiatives. Performs related work as required

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the objectives, principles and administration of recreational programs. Thorough knowledge of the types of facilities and equipment needed to carry out a comprehensive recreational program in assigned program areas. Considerable

knowledge of budget preparation, fiscal control, and revenue management. Ability to communicate with subordinates, peers, superiors and the public. Ability to train, instruct and supervise employees in a manner conducive to full performance and high morale. Ability to communicate effectively both orally and in writing. Ability to make written and oral presentations of plans, programs, budgets, or other related data. Skill in planning and administering a comprehensive recreation program in assigned program areas. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Additional Knowledge and Skills Necessary Based on Specific Areas:

Superintendent - Special Events: Ability to plan, organize, promote, and manage large-scale programs, facilities, and special events. Ability to establish and maintain effective working relationships with employees, contractors, community groups, and the public.

Superintendent - Aquatics: Thorough knowledge of best practices and the management of aquatics programs and the maintenance, repair and renovations of pools and related facilities.

Minimum Training and Experience

Possession of a bachelor's degree in parks and recreation administration, physical education, leisure services, public administration, or a related field and four years of professional experience in parks and recreation operations, including two years in a supervisory capacity

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

May be required to obtain specialized certifications related to assigned program areas (e.g., Aquatic Facility Operator, Certified Playground Safety Inspector, or similar).

Established: 10-28-25