

PARK DEPARTMENT

A. JOB TITLE - SUPERINTENDENT OF PARKS AND RECREATION

Annual Salary - \$63,527.00

B. DEFINITION

The Superintendent is responsible for the administration, coordination and operation of all City of Mishawaka public parks and recreational facilities. The Superintendent works under the supervision and direction of the Park Board.

C. EQUIPMENT USED

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| 1. City Vehicle | 4. Fax |
| 2. Telephone | 5. Copier |
| 3. Hand-held Radio | |

D. JOB LOCATION

50% of the time is spent in the Park Department Office. The remainder is spent at jobsites in the City Parks, meetings at other City owned locations or at meetings or seminars outside the City.

E. PHYSICAL REQUIREMENTS

The employee must be able to walk, stand, stoop, bend and lift up to 50 pounds unassisted and climb stairs. The employee must have the ability to traverse variable terrain not accessible by vehicle including steep slopes, unlevel grades and heavily vegetated areas. The employee must be able to visually review department facilities and work sites.

F. ENVIRONMENTAL/WORKING CONDITIONS

Employee will work in an air-conditioned, two story building. Employee will be on jobsites with variable terrain in various weather conditions including extreme cold, heat, rain and/or snow.

G. ESSENTIAL FUNCTIONS OF THE JOB

Administer and coordinate the efficient and effective operation of the Parks and Recreation Department including 30 parks, two swimming pools, a golf course and a community center by supervising the personnel, overseeing projects and implementing policies established by the Park Board.

H. ADDITIONAL EXAMPLES OF WORK PERFORMED

1. Conduct personnel activities as directed by the Park Board: planning, job analysis, create job descriptions, training and development, scheduling, performance appraisals, promotions and terminations. Assist in hiring needs.
2. Plan, direct, and implement priorities in maintenance with Central Services.
3. Establish and maintain a volunteer program for park maintenance and recreational programs.
4. Prepare annual budget and monitor financial records.
5. Attend staff, City Council, Park Board, Board of Public Works, and neighborhood meetings.
6. Promote programs and activities through public relations presentations.
7. Serve as a liaison between the Mayor, City Council, Park Board and the public.
8. Develop and implement the capital improvements program.
9. Continue a partnership with area businesses including School City of Mishawaka and its educational and athletic programs.

I. REQUIRED KNOWLEDGE AND ABILITIES

1. Knowledge of modern principles and practices of parks and recreation programming and administration.
2. Ability to plan, direct, coordinate and control the activities of subordinates.
3. Knowledge of state and federal programs pertaining to parks and recreation.
4. Ability to work with other department heads in a highly collaborative environment.
5. Ability to provide technical and administrative advice to the Park Board.

6. Ability to establish and maintain effective working relationships with fellow employees, civic groups and public.
7. Ability to analyze short and long range community needs and formulate plans to meet them.
8. Ability to acquire sponsorships and establish fundraisers to subsidize operating budget in a variety of recreational and sports programs.
9. Ability to prepare and present clear and concise oral, written and graphic reports.
10. Ability to facilitate effective labor-management relations.
11. Ability to respond to the needs of Mishawaka citizens.

J. QUALIFICATIONS

1. High School Diploma or equivalent.
2. Graduate of an accredited 4-year college or university with major course work in parks and recreation.
3. Supervisory experience in parks and recreation administration or a combination of experience and training.
4. Valid Indiana Driver's License.