

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: RECREATION SUPERINTENDENT (Job Code 730).**

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#### **GENERAL STATEMENT OF JOB**

Under the direction of the Director of Parks & Recreation, performs responsible administrative and professional work assisting the Director with the planning, organization, and management of community activities, recreation programs, and special events. Employees in this classification perform at middle management, and are responsible for ensuring a variety of safe, quality leisure opportunities are made accessible to the public. Employees in this classification work with a high degree of independence and initiative, however, confer with the Director on matters involving higher-level administrative or legal expertise.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Evaluates total program content and development common to a modern municipal parks and recreation operation by utilizing all modern business resources (including surveys, monitoring trends, communicating with fellow professionals and fellow City personnel, and public input), and subsequently prepares and submits written proposals/recommendations to the Director.

Plans, organizes, implements, supervises and directs all facets of seasonal, traditional and special activities/programs/events sponsored in whole or in part by the department.

Assists in preparing and administering departmental budget, controls expenditures in accordance with budget appropriations; evaluates needs and recommends staffing levels, materials, equipment, and capital improvements; prepares grant applications.

Acts as Director of Parks & Recreation as required or assigned.

Plans, assigns, supervises, and evaluates the work of staff; oversees the hiring of new employees.

Acts as the department's primary contact for the coordination and completion of public records requests.

Oversees the department's payroll, purchasing, and accounts payable functions.

Maintains a comprehensive, current knowledge of new practices, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends seminars, conferences, workshops, and training sessions as appropriate.

Creates, prepares, distributes and disseminates marketing and public information materials, including advertisement of programs and events.

Prepares and maintains accurate, concise, and comprehensive reports, logs, files, surveys and records for all components common to the departmental operations including but not limited to: activity/program/event planning, participant attendance, personnel matters as directed by the Director, surveys, safety inspections, revenue, expenditures, budgeting; facility rental and usage, public information announcements/advertising, post-activity/program/event evaluations, inventory control, and vendor listings.

Receives and processes requests for facility rentals and reservations.

Ensures that all conditions (i.e.: set-up, supplies, functioning equipment and building operations systems, facility access) pertinent to a confirmed rental/reservation are provided as requested.

Oversees the maintenance of divisional supplies, materials, software, and equipment to ensure effective divisional administrative and programming operations, and ensuring the ordering, stocking, and daily availability of same.

Answers inquiries regarding the functions/operations of the Parks and Recreation Department in particular and the City in general.

Assists with all facets of recruiting, interviewing, recommending for hire subordinate personnel in accordance with departmental and City procedures.

Assists with all facets of recruiting and placing volunteers in accordance with departmental and City procedures.

Trains, guides, directs, supervises, and evaluates subordinate personnel and volunteers in all aspects of their respective assignments.

Evaluates staffing needs, and subsequently prepares and submits to the Director recommendations for staffing needs to ensure effective operations of planned and/or anticipated activities, events, and programs.

Plans, organizes, leads, and directs the operation of the City Employee Family Emergency Response Shelter, including all tasks required to properly prepare equip, staff, operate, and close the shelter, and personally staffing shelter.

Performs any assigned emergency response task(s) for any other City department or division as the need arises before, during, and after the emergency occurrence.

Performs assists with performing, safety inspections of departmental buildings, playgrounds, fields, facilities, and courts.

Operates personal vehicle or a City vehicle, when so assigned, to accomplish designated tasks.

Performs Emergency Response duties as assigned.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in the field of Recreation, Leisure Services, Education, or very closely related field of study; supplemented by a minimum of five (5) years of full-time work experience in the specific area of recreation, event or athletic programming; three (3) years of which shall be in supervisory capacity. CPRP certification is preferred. Must possess and maintain a valid State of Florida driver's license.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, bending, stooping, reaching and lifting of odd-shaped objects weighing less than 50 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information, including giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to apply principles of influence; requires the ability to draw valid conclusions in task analyzing, processing and prioritization.

Verbal Aptitude: Shall communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; perform basic algebraic and geometric functions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various informational documents/materials/plans/other printed resources.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions; the ability to deal with variety of non-City employees in both giving and receiving information and subsequent responses/instructions; must be able to perform under stress of frequent deadlines, inclement weather, competing priorities, and emergency response conditions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions. i.e. dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of safety practices and procedures pertinent to recreational and athletic programs and consistently demonstrate the ability to effectively apply that knowledge in when performing and completing assigned tasks.

Knowledge of a wide range of recreational and athletic activities/programs/events and of the related facilities and equipment commonly utilized to conduct same and demonstrate the ability to effectively apply that knowledge when performing and completing assigned tasks.

Knowledge of the applicable principles and practices of effective public relations, public information, and event advertising/promotion and consistently demonstrate the ability to effectively apply that knowledge when performing and completing assigned tasks.

Ability to provide forthcoming, effective, and informative customer service in a cordial and personable manner, utilizing initiative and intuitive problem-solving skills.

Ability to positively interact with any individual.

Ability to establish and maintain effective working relationships with individuals from both inside and outside of the employ of the City of Margate.

Ability to demonstrate superior oral communication skills for effective expression and clarity of thought or purpose.

Ability to produce written communications and printed documents that are free of spelling and other errors, are grammatically correct, and are legible when hand-written.

Ability to demonstrate superior competency in applying report and record keeping principles, methods, and practical applications when performing and completing assigned tasks.

Ability to effectively plan, assign, supervise, and evaluate both the work and the job performances of subordinates.

Ability to consistently perform multiple diverse tasks simultaneously while maintaining an attention to detail without compromising job performance.

Ability to consistently complete assigned tasks accurately and in a timely manner.

Ability to work shifts that will vary in length/duration and also by day, date, starting/ending time, and schedule in order to accomplish assigned tasks, duties and responsibilities.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date