

**Title:** Superintendent of Recreation  
**PG:** 60  
**Status:** Civil Service  
**Position Reports to:** Director of Parks & Recreation  
**Department:** Parks & Recreation/Recreation

**Class Code:** 2099  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is responsible, professional, and administrative work in directing City recreation activities including planning, organizing, and directing recreational programs, as well as directing and supervising maintenance of City recreational facilities. Work involves implementing department and City policies as they pertain to the Recreation Division, including planning, developing, controlling and evaluating recreational facilities and maintenance. Independent judgement and initiative must be used both in directing the various segments of the programs and interpreting the needs and desires of the public. General administrative supervision is received from the Director of Parks and Recreation.

### **ESSENTIAL FUNCTIONS:**

1. Plans, assigns, and reviews the work of a large number of skilled and semi-skilled personnel engaged in recreational services, program planning, facilities maintenance, and public interaction through subordinate supervisors within general departmental guidelines and objectives.
2. Supervises the planning and organization of various programs of recreation and the construction and maintenance of recreation facilities and related equipment.
3. Directs the planning and scheduling of special events and recreation programming for all age groups. Coordinates programming and facility use within the Recreation Division.
4. Reviews general program results with subordinates, counseling as to objectives and major procedures; determines or recommends revisions in work priorities and reassignments of personnel and equipment.
5. Works with civic groups and social agencies on matters of civic and recreational interest; communicates with schools, churches, social organizations, and individuals to explain recreational programs and stimulate interest in them.
6. Confers with the Superintendent of Parks, Superintendent of Cemeteries, and others in the development of facilities and programs.
7. Plans, prepares, and administers the Recreation Division budget; analyzes financial information for future construction and maintenance construction needs.
8. Supervises the rate of expenditures within the Recreation Division; reports necessary or desirable changes in utilization of resources in order to meet changing work requirements or financial circumstances.
9. Supervises training and safety programs for employees in all areas of the Recreation Division.
10. Prepares and submits periodic detailed reports relating to division activities.
11. Assists in the planning and design of recreation areas and facilities, including the design and preparation of plans, drawings, and sketches.
12. Prepares estimates, specifications, documents, written reports in connection with recreation development and/or improvements; inspects construction in progress.
13. Prepares and submits grant applications for state and federal funding.
14. Supervises and coordinates the activities of consultants and/or contractors
15. Must be able to deal directly with the public; addressing requests and solving problems associated with Recreation Division responsibilities.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

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**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of the methods and techniques of playground, cultural, and community center planning and the philosophy and objectives of public recreation.
2. Considerable knowledge of a variety of recreational and cultural activities suitable for children, youth, and adults.
3. Considerable knowledge of first aid methods and necessary precautions required in recreation work.
4. Considerable knowledge in maintaining athletic facilities at a quality level acceptable for professional sports.
5. Knowledge of the techniques and equipment involved in the major components of maintenance and operation of recreational areas and facilities.
6. Knowledge of the principles, theory and practices of recreation administration and maintenance.
7. Ability to develop and execute a well-defined and effective program of recreation programming and maintenance.
8. Ability to adhere to general program standards and objectives and to innovate, when necessary, to meet specific situations.
9. Ability to maintain discipline and to solve disciplinary problems; ability to supervise subordinates in recreational work to complete administrative procedures involved in hiring, promoting, and total supervision of employees.
10. Ability to develop and implement a detailed budget for an effective and complete recreation program.
11. Ability to conduct both staff and public meetings for dissemination of information and garnering input.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 30 pounds of force on a recurring basis, and routine keyboard operation.  
The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with a degree in recreation or related fields.
2. Five (5) years of experience in recreation administration.
3. One (1) year of supervisory experience.
4. Must have a working knowledge of computers and be willing to become computer literate in specific programs that are a part of the daily operations of the Recreation Division.
5. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
6. Completion of City University Level three (3) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's class D license (6) six months upon being hired.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.