

Title: Assistant Superintendent of Recreation
PG: 54
Status: Civil Service
Position Reports to: Superintendent of Recreation
Department: Parks and Recreation

Class Code: 2205
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible, professional, supervisory and administrative work in directing City recreation activities and programs, including design and maintenance of facilities. Work involves responsibility for planning, developing, controlling and evaluating a well rounded program of recreational activities for all age groups. Work includes responsibility for maintenance of recreational properties, development of new facilities and planning for additional facilities. Independent judgment and initiative must be used both in directing the various segments of the programs and in interpreting the needs and desires of the public. Supervision is exercised over a large staff of recreation and maintenance personnel. The employee receives general administrative supervision from the Superintendent of Recreation.

ESSENTIAL FUNCTIONS:

1. Plans, assigns and reviews the work of a large number of professional, skilled and semi-skilled personnel engaged in recreation programming and construction and maintenance through subordinate supervisors within general departmental guidelines and objectives.
2. 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.
3. Prepares as required portions of division budget.
4. Conducts training and safety programs for subordinates in grounds maintenance, use of equipment and chemical spraying and horticulture.
5. Prepares and submits periodic detailed reports relating to division activities.
6. Participates in planning and designing recreation areas and facilities including the design and preparation of plans, drawings and sketches; prepares estimates, specifications, documents, written reports in connection with facility development and/or improvements; inspects construction in progress.
7. Shall be asked to speak to interested parties as a member of the City of Lakeland speaker bureau.
8. Must be able to deal directly with the public, answering requests for work and solving problems associated with the recreation division programs and facility responsibilities.

ADDITIONAL RESPONSIBILITIES:

1. Shall perform duties of Superintendent of Recreation in their absence.
2. Performs related duties as required

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. Ability to make material and cost estimates for recreation development projects.
3. Must have a working knowledge of computers and be willing to become computer literate in specific programs that are part of the recreation division daily operations.
4. Ability to adhere to general program standards and objectives and to innovate, when necessary, to meet specific situations.

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WORKING ENVIRONMENT/CONDITIONS:

Requires manual work that involves walking or standing some of the time, exerting up to 100 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and 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 college or university with a four (4) year degree, with major course work in recreation or directly related field.
2. Three (3) years of experience in recreation administration, facility planning, development, and maintenance.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specified requirements may be substituted.
4. 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 license.
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.