



RECREATION SUPERINTENDENT

Department: Parks and Recreation

Job Class #: 629000

Pay Range: Executive 05

FLSA: Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION:

This is professional, administrative, and supervisory work for Pierce County Parks and Recreation Services Department. An employee in this classification under administrative direction has full responsibility for all recreational programs and related use of parks and facilities, including the development, planning, and implementation of effective recreation programs; preparing and implementation of functionally related policies, procedures and guidelines including public safety, communication of goals and objectives for the division; preparing of the division's annual budget; and performance of related duties as assigned. Supervision is exercised over moderate to large sized staff. Work is performed with considerable latitude for independent judgement and action, and assignments are given as statements of desired objectives. Work is reviewed by an administrative superior through conferences and observations of results attained.

ESSENTIAL FUNCTIONS:

- Plans and directs the management and implementation of recreation programs and activities for all ages, special interest groups and special populations on a community and county-wide basis; directs the development of programs and activities consisting of goals and objectives which are both responsive to the public and cost-effective; directs the management review of ongoing programs and current related policies and procedures.
- Assists in administering related departmental budget; reviews and authorizes major division expenditures; develops and maintains a financial reporting system for control.
- Assists the Director in (a) preparing applications for federal funds and administering these funds and programs in accordance with established policies and procedures; (b) conducting surveys within the county to determine recreation needs, evaluating adequacy and cost-effectiveness of present services, and (c) preparing contractual agreements for leases, and supervising these operations as they apply to recreation programs.
- Develops and maintains an effective liaison with other division heads, division personnel, local officials, and the public at large as required; and with coordination with the Director, represents the department before various county officials and governmental agencies, as well as community organizations; establishes a system to obtain community input into the recreation program planning process.
- Directs the development and implementation of integrated departmental recreation functions; directs the establishment and utilization of communication lines and information services necessary to plan, operate, conduct, and evaluate programs and activities, as well as assess their impact on division resources.
- Assists the Director in the preparation and development of architectural design, from a recreational programming point of view, and in the acquisition and development planning of new areas and facilities including program cost estimation.
- Directs the recruitment, training, assignment, and supervision of programs and special interest activities using volunteers.

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- Maintains systematic, complete and accurate records of division's activities and services including time and progress reports and program attendance reports.
- Directs the preparation of regular and special reports for use by the staff, department, community officials, and the public, submitting all reports to the Director.
- Recommends resolution of employee grievances, recommends and carries out disciplinary actions; participates in the formulation of labor relations policy
- Plans and supervises the work of subordinate employees; prepares performance appraisals on subordinates; develops class descriptions and standards of performance; recommends approval of merit step increases.
- Performance of more difficult and responsible tasks may be required to aid in the development of the employee for future advancement.

OTHER JOB FUNCTIONS

- Performs other related job functions as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of modern principles and practices of administration, recreation, program planning, management, program budgeting, and the general philosophy, principles and objectives of public recreation.
- Knowledge of safety rules and regulations pertaining to operational procedures of a park and recreational system.
- Knowledge of methods of budget preparation, justification, presentation and control.
- Knowledge of social and economic factors involved in community recreation program planning and implementation.
- Some knowledge of public safety and park facility security methods, techniques, and philosophy.
- Ability to develop and implement administrative procedures and to evaluate their efficiency and effectiveness.
- Ability to plan, direct, and evaluate the work of subordinates and coordinate the activities of assigned staff.
- Ability to exercise mature judgement and function within broad guidelines with minimum of direction.
- Ability to communicate clearly and concisely, both orally and in writing, ability to address large groups of people and to speak effectively on the division's and department's projects.
- Ability to establish and maintain effective working relationships with other officials, subordinates, and the public.
- Ability to anticipate needs, respond with workable solutions and implement new ideas in cooperation with other members of the staff.
- Ability to identify and capitalize on opportunities which could institute improvements.
- Ability to direct the analysis, evaluation, and response to departmental operations and community requirements.
- Ability to use and operate a personal computer.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

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RECRUITING REQUIREMENTS

Graduation from a four year college or university with major course work in Parks and Recreation Management or closely related field and five or more years of related experience including supervisory responsibilities. Additional education or related experience may substitute for the recruiting requirements. Possession of, or the ability to obtain, a valid Washington State Driver's license within thirty days of employment.

Special Note:

Professional certification in either Washington State Recreation and Park Administration or National Recreation and Parks Association is required.