

# Job Description

## City of David City

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**JOB TITLE:** Park Superintendent/Auditorium Supervisor

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**FLSA PAY CLASS:** Non-exempt

**DEPARTMENT/DIVISION:** Parks and Recreation

**LATEST REVIEW DATE:** 7/10

**PREPARED BY:** J. Holmes, City Administrator

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### JOB DUTIES

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#### GENERAL PURPOSE:

Performs a variety of complex professional and administrative work in planning, developing, scheduling, directing and implementing a year-round, city-wide parks and recreation program.

#### SUPERVISION RECEIVED:

Works under the broad policy guidance and direction of the City Administrator.

#### SUPERVISION EXERCISED:

Exercises direction over part-time, contracted or seasonal personnel either directly or through subordinate supervisors.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

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Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and attempts to resolve grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Plans, coordinates and directs a diversified year round, city-wide parks and recreations program including the management of the Auditorium, parks, swimming pool, and various fields, parks and open spaces.

Coordinates the recreation program with the parks program, other city departments, and outside organizations such as the school districts and various community-based organizations.

Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops, maintains and implements a current parks and recreation master plan.

Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations. Assures compliance with established policies and procedures.

Promotes interest in parks and recreation programs through publicity, joint program brochures with various community groups, and public contacts; speaks before citizens groups, students and other organizations.

Prepares and administers budget for all areas under the parks and recreation department; orders all new and replacement equipment.

Prepares a variety of reports and maintains necessary operating records.

Supervises the control of, and is responsible for, all materials and supplies used in the maintenance, construction and repair of city parks.

Prepares cost estimates to plan and provide for improvements in the park facilities; oversees construction projects and park improvements.

Maintains liaison with other departments as well as state, local, and other public officials.

Answers letters of inquiry and talks with visitors; addresses public and civic organizations which will inform the public of policies, procedures and the availability of facilities for public use.

Supervises and manages the planning of new parks, playgrounds, recreation facilities and all of the amenities that would be necessary for the proper construction and maintenance of these facilities.

Schedules, provides logistical assistance for, and runs various activities throughout the year, such as sports tournaments, and community-wide events.

### PERIPHERAL DUTIES:

Serves as a member of various city employee committees, as assigned.

Assists staff in the performance of their duties as required.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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### QUALIFICATIONS

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This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

#### DESIRED QUALIFICATIONS:

##### Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in business, agriculture, or recreation including course work in organization and administration,
- (B) Progressively responsible experience in parks and recreation programs, or
- (C) Any equivalent combination of education and experience.

#### MINIMUM QUALIFICATIONS:

##### Education and Experience:

- (A) High School Graduate or Equivalent;
- (B) Three years experience in buildings and grounds maintenance;
- (C) Any activity that involved routine interaction with the public and customer service.

##### Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of the principles and practices of modern parks and recreation programs; Thorough knowledge of equipment and facilities required in a comprehensive park and recreation program; Knowledge of the principles and practices of maintenance, construction, and use of public buildings and park facilities; knowledge of community recreation needs and resources; Working knowledge of the principles and practices of office management, work organization and supervision.
- (B) Skill in operation of various tools and equipment.
- (C) Ability to plan, organize, coordinate and implement a comprehensive community park and recreation program; ability to coordinate, analyze, and utilize a variety of reports and records; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

#### SPECIAL REQUIREMENTS:

Valid Nebraska driver's license with acceptable driving record for the past three years  
Obtain Nebraska Pesticide Applicator license within 6 months of hire.

#### TOOLS AND EQUIPMENT USED:

Personal computer, including MS Word software; calculator; copy and fax machine; phone; mobile or portable radio; commercial lawn equipment, automobile.

#### PHYSICAL DEMANDS:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

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