



Title: Park Programs Superintendent

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Neighborhood and Community Parks Manager.
Exercises direct supervision over full-time, part-time and seasonal non-benefitted employees

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent

- **Experience:** Minimum of five years related experience. Requires a working knowledge of specialized practices, complex systems, equipment and workflow systems and procedures.

- **Licenses/Certifications/Special Requirements:**
 - CPR/First Aid certified within one year of hire.
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- 3 years of previous supervisory experience is preferred.
- Prefer a degree in Parks and Recreation, Education, Business, or Facility Management or similar.
- Membership in the Arizona Parks and Recreation Association is preferred.
- Membership in the National Recreation and Parks Association (NRPA) is preferred.
- Certified Parks and Recreation Professional are preferred.

JOB SUMMARY

The purpose of this position is to develop, implement and supervise facility booking, recreational programs such as adult sports, the Park Ranger Program, and fulfill project management responsibilities. Supervises the development, coordination, and creation of facility booking contracts for leagues, tournaments, runs and/or special events; selects, trains, supervises and evaluates staff, fees and revenues in the adult sports division; oversees, selects, trains, supervises and evaluates staff in the park ranger division; oversees project management scheduling by supervising the Project Manager Coordinator; develops community partnerships; develops and implements department and city goals and objectives; interacts with a variety of community groups, special interest groups, private and governmental agencies; develops and oversees volunteer



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programs; participates on boards and committees representing the interests of the City and the department; markets and promotes facilities to external users to increase economic impact.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development. Develops resource monitoring procedures and practices.
2	Administers the annual allocation of facility use for neighborhood and community parks. Secures contracts. Issues permits for user groups. Establishes and collects fees for facility use. Implements field allocation policies and procedures. Communicates with department staff regarding facility use to ensure facilities are exceptional for user groups. Acts as the city liaison to sports partner organizations and the Peoria Unified School District, regarding sports fields.
3	Prepares and administers annual budget. Forecasts revenues and expenditures; presents proposals for approval; authorizes payments and monitors expenditures for recommended adjustments.
4	Develops, oversees, and evaluates adult sports programs and services for effectiveness; recommends and implements changes as needed; researches trends; provides reporting tools to monitor cost recovery; monitors and updates fees as needed; oversees concessions contract to enhance revenue opportunities and customer service.
5	Oversees the park ranger program; develops community outreach programs and service delivery models; develops community education programs through the park ranger program on trails and at parks; leverages park ranger program resources to provide exceptional customer service for to user groups; develops "Eyes and Ears" program for reporting to enhance site safety.
6	Oversees project management of the community and neighborhood parks division; schedules projects within the facility use schedule; secures procurement process, permits, project meetings, close out, walkthroughs, etc.; executes community outreach for related projects.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

<p align="center">Physical strength for this position is indicated below with “X”</p> <p align="center">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.</p>					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<p align="center">Work Environment for this position is indicated below with “X”</p> <p align="center">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.</p>				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	X	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, copiers and related software. Calculator, golf cart, vehicle, 15-passenger van, compressor, generator, and small hand tools.

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat.