



Title: Family & Youth Services Superintendent

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Family and Youth Services 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 procedures.

- **Licenses/Certifications/Special Requirements:**
 - Obtain and maintain a valid class 1 fingerprint clearance card within 10 days of hire.
 - CPR/First Aid certified within one year of hire.
 - Valid AZ Driver's License upon hire.
 - Negative TB test results may be required depending on assignment.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- 3 years of previous supervisory experience is preferred.
- Prefer a experience working with State Licensed child care or Department of Developmental Disabilities programs.

JOB SUMMARY

The purpose of this position is to develop, implement and supervise comprehensive family and youth programming and City or other offsite family and youth facilities. Programs may include Youth programs, Active Adult, and/or Adaptive Recreation programs. Supervises the development, coordination, implementation and evaluation of family and youth activities; selects, trains, supervises and evaluates staff; oversees operations of City or other offsite family and youth facilities; manages the budget; markets family and youth programs and events; 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 programs; participates on boards and committees representing the interests of the City and the department.



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.
2	Supervises operations of family and youth programs and facilities. Develops and updates policies, procedures, and manuals; inspects and documents operational and maintenance needs; monitors program activities; monitors scheduling of City and school facilities; responds to internal and external inquiries; develops communication and marketing materials; coordinates activities with staff, departments, contractors, and vendors; ensures compliance with city, county, state and federal regulations.
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 programs and services for effectiveness; recommends and implements changes as needed; researches trends; directs marketing efforts and reviews contracts for sponsors and program partners.
5	Supervises the use of City and school facilities; implements City Council approved policies for allocation of space and assessment of fees; maintains relationships with School Districts and community partners.
6	Establishes and maintains contracts for private vendors and event promoters; coordinates execution of contracts with Materials Management Division; negotiates and maintains partner agreements.
7	Supervises internal and external communications. Interacts with media, posts to social media, creates and distributes marketing materials; maintains calendars and ensures staff receives regular updates; serves as liaison to committees; creates community and internal partnerships; negotiates agreements.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”					
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.					
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.		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.

Work Environment for this position is indicated below with “X”				
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.				
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.		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.