

City of Dunedin, Florida
Class Description

Position Title: **Parks & Recreation Administration Superintendent**
Parks & Recreation Department
Administration Division

General Description Of Duties

Highly responsible administrative, technical, and special projects work assisting a department director in the support services functions in a large complex operating department.

Manages and supervises functional areas in assigned Department. Recognized leaders both within the department and throughout the organization. Resolves difficult and complex issues relating to policies, procedures and performance.

An employee assigned to this classification is responsible for managing administrative and special project areas by conducting research, analysis, and evaluations, and proposing recommendations for program improvements and more effective services delivery to the public. Work may involve coordinating major special projects or programs such as researching and writing grants and comprehensive and strategic planning for the Department and City. Work is performed under the direction of a department director and requires the application of communications skills and comprehensive knowledge of departmental procedures and operations.

Specific Duties And Responsibilities

Essential Job Functions

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

May serve as administration superintendent to a large and complex operating department.

Usually serves as technical advisor to the department director and represents the department in cooperative efforts with governmental entities and other operating units of the City.

Gathers and evaluates data relating to assigned programs or departmental operations.

Develops reporting and monitoring systems.

Evaluates data relating to programs or operations and implements improvements to existing procedures and equipment.

Examines organizational problems concerning policy, personnel, enhancement of equipment capabilities, etc.

Handles complaints on behalf of the Director and may be assigned to conduct field reviews and make findings. May be assigned to coordinate all budgetary and financial systems of the assigned unit.

Develops and implements management and administrative systems.

Directs and executes special projects as assigned.

May research, identify, and analyze potential sources of grants, submit grant applications, and coordinate a monitoring system for tracking City grants.

Makes inquiries and conducts surveys of departmental programs, operations, practices, techniques, and problems.

Manages the performance reporting system of the operating department.

May be assigned to compile and maintain accountability for operational and capital improvement budgets.

May be assigned to supervise employees in the administrative support unit.

Works closely with divisions and other departments in maintaining the support systems and providing information regarding departmental operations.

Performs related work as assigned.

Minimum Training And Experience

Graduation from an accredited four-year college or university with a Bachelor's Degree in Public Administration, Parks & Recreation Administration, Business Administration, Finance, or a field related to the department to which assigned. Five (5) years professional level experience, preferably in a managerial capacity within the department to which assigned. Any equivalent combination of education, training, and experience.

Special Requirements

Considerable knowledge of the operations and services of the department or program to which assigned.

Considerable knowledge of budgetary and fiscal operations of the department to which assigned.

Knowledge of modern management techniques and systems.

Knowledge of fiscal systems and controls.

Knowledge of business and administrative practices.

Knowledge of computer applications relating to the department to which assigned.

Ability to effectively conduct research and coordinate assigned projects and programs.

Ability to develop operating systems and controls.

Ability to assemble and evaluate technical and operational data relating to the department.

Ability to formulate conclusions and recommendations and present data verbally and in writing.

Ability to establish and maintain effective working relationships with City employees and representatives of other governmental organizations, officials, and the general public.

Ability to prepare clear, complete reports and to present them effectively orally and in writing.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, two-way radio, and various special equipment according to assigned area(s) of programming.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; may require the ability to perform mathematical operations with fractions.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, teaching and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches to and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA Compliance

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of stooping, kneeling, crouching, and some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-50 pounds). May require the ability to perform and/or demonstrate various physical skills involved in recreational programming. Office tasks require a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks may require exposure to adverse weather conditions, temperature extremes, wetness/humidity, dust/pollen/smoke, animals/wildlife, harsh chemicals/cleaning agents, communicable disease, strong odors.

Performance Indicators

Knowledge of Work: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Administration Superintendent. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to plan detailed and complex programs and activities and implement same. Has knowledge of the principles, theories, practices and methodologies of parks and recreation planning and administration. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to coordinate department activities with other City and County departments in order to accomplish goals and complete projects. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to train, assist, motivate and provide leadership to a diverse group of employees and volunteers. Is able to perform employee evaluations and to make recommendations based on results. Is able to make sound, educated decisions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has knowledge of proper English usage, grammar, vocabulary and spelling. Has the mathematical ability to handle required calculations. Is able to compile, organize and utilize various financial information necessary in the preparation of budgets, and knows how to monitor budgets. Has knowledge of and skill in the use of modern office equipment, including computers. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they

occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to established and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under

charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.