

**CITY OF OBERLIN JOB DESCRIPTION**  
**Recreation Superintendent**

<b>Title:</b> Recreation Superintendent	<b>Division:</b> Recreation Division
<b>Supervisor:</b> Director of Planning & Development	<b>Subordinate(s):</b> Recreation Staff
<b>Civil Service Status:</b> Classified, Non-Competitive	<b>Bargaining Unit:</b> None
<b>FLSA Status:</b> Exempt	<b>Exempt Category:</b> Administrative
<b>Pay Grade:</b> 6	<b>Schedule:</b> Varied business hours, evening & weekend programs, events & meetings; other hours as needed

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

**General statement of main duties:** The Recreation Superintendent supervises the Division personnel in developing, planning, implementing, and evaluating a comprehensive City recreation program for all Citizens. The Superintendent performs and oversees various administrative duties, assists the Director of Planning & Development in strategic planning for the Division, and provides additional support to the Director of Planning & Development as needed or assigned.

The Recreation Superintendent shall function with a high degree of independence. He/she shall utilize sound professional judgment, demonstrate planning and organizational skills to establish and manage priorities, programs and staff for his/her functional area. The Recreation Superintendent shall be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The Recreation Superintendent shall demonstrate effective performance through clear, concise communication; collaboration; proper allocation and utilization of resources; sound decision-making; personal accountability; and responsibility.

**Minimum Qualifications:** Requires an associate's degree and at least five (5) years of previous recreation programming and public service delivery experience, working with both youth and adult participants, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job.

The position requires a valid state of Ohio driver's license and proof of insurability. The position may require successful completion of additional pre-employment procedures including but not limited to drug testing and background investigation. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

**Distinguishing Features:** This is an FLSA exempt position which requires expert recreational programming including development and implementation. The position involves providing Divisional support to various boards/commissions. Typical duties may include managerial/administrative recreation tasks, oversight of supervision of recreation programs in gyms/on playfields (etc.), and overseeing registrations for all recreational programs and events. The position oversees the coordination of volunteer

assistance, oversees general solicitations and price quotations for the Recreation Division programs/events, and oversees and assists in the solicitation and administration of gifts and grants and festivals. The work will require the ability to work independently, along with possessing organizational skills, initiative and diplomacy.

Responsible for supervision of recreation programs in gyms, playfields, etc., as well as managerial/administrative tasks for the recreation division. Supervise recreation programs and conduct various sports camps. Oversee the administration of registrations for all recreational programs and festivals. Works directly with the Recreation Commission, which may include overseeing the development of agendas, minutes, memos, forms and plans, as well as manages implementation of any directives from the Commission. Provides information to the public on programs related to the Recreation Division. Other related duties as assigned.

**Primary Job duties:** (Essential functions are identified by an \*; percentages indicate estimated amount of time spent on each duty areas - percentages include ranges as employees are required to be cross-trained in all areas of work performed in the Division)

**1. Recreation Division Administration (45-50%)**

- a. Develops and oversees implementation of existing and new recreation programs and events.\*
- b. Oversees the coordination of activities with local educational, athletic and community groups.\*
- c. Secures sites and facilities, procures resources, and oversees contracts for recreation programming.\*
- d. Oversees the preparation of press releases, advertisements, and marketing materials for recreation programs.
- e. Prepares & directs the preparation of periodic and special reports for the Division.\*
- f. Identifies supplemental funding sources & prepares for grant applications and funding requests.\*
- g. Oversees Federal Food Program related to summer programming.\*
- h. Oversees community service projects and manages concession stand operations.
- i. Develops, implements and monitors appropriate cash handling procedures, in conjunction with the Finance Department, for the responsible management of concession stand receipts and registration fees.\*
- j. Develops and monitors budget to manage Division finances including analyzing cost effectiveness, preparing and submitting budget enhancement requests, monitors and approves expenditures.\*
- k. Provides Division information and advice to public, sports and athletic groups, Recreation Commission, regulatory agencies and other groups in order to respond to questions, provide guidance and information, and resolve complaints/issues.
- l. Develops & monitors systems that provide for the evaluation, control and documentation of assigned area.\*
- m. Performs other related duties as assigned by the Director of Planning and Development.\*

**2. Parks & Sports Facilities (5-10%)**

- a. Responsible for the coordination of the day-to-day scheduling of the various municipal parks and recreational facilities including, but not limited to:
  1. Overseeing the coordination with the City, Parks Division, School District, and community sports and athletic groups for the use of facilities, playing fields and courts for organized sports\*

2. Overseeing the coordination with the City, Parks Division, School District, community sports and athletic groups, and the public for the use of parks, playgrounds and facilities for community events\*
  3. Overseeing the coordination with the Parks Division to ensure grounds maintenance for events including playing fields, lawns, landscaped areas, trees and trash collection\*
4. **Administrative Support (20-25%)**
- a. Oversees Division personnel functions such as payroll processing and personnel recordkeeping\*
  - b. Coordinates programs, projects and events; manages details of meetings, recordkeeping and project/personnel schedules\*
  - c. Work with Director of Planning & Development in preparation and administration of Division budget\*
  - d. Responsible for forecasting participation and revenue, and analyzing data to develop budgets, plan future recreation programming and allocate resources.\*
  - e. Assists in procurement and administration of contracts for goods and services\*
  - f. Oversees the coordination of various personnel activities including advertising, pre-employment procedures and employee orientation\*
  - g. Responds to requests or complaints; researches or directs inquiries as needed to provide effective customer service\*
  - h. Serves as staff liaison to the Oberlin Recreation Commission and related committees/commissions/boards\*
  - i. Attends and participates in meetings or other functions, representing the Recreation Division and the City in promoting recreational activities\*
  - j. Provides supervision including routine training and assignment of tasks to part-time and/or seasonal clerical employees\*
5. **Supervision (10%)**
- a. Provides direct supervision to the Recreation Coordinator\*
  - b. May supervise seasonal workers and/or interns
  - c. Determines work priorities and schedules; assigns projects/tasks\*
  - d. Monitors performance of direct report(s)\*
  - e. Assesses staff training needs; coordinates and/or provides staff training and development\*
6. **Related Duties (5%)**
- a. Maintains and increases knowledge and skills through attendance at meetings, conferences and training seminars\*
  - b. Assists Director of Planning & Development and performs other related duties as assigned\*


**Specialized Knowledge, Skills and Abilities:** The Recreation Superintendent will be assigned to one Division which requires the following unique sets of knowledge, skills and abilities (KSAs).

**Required Knowledge, Skills and Abilities:**

- Ability to plan, organize and coordinate details of projects and programs
- Ability to anticipate problems or issues
- Ability to establish and maintain effective working relationships with Superintendent, co-workers, other City employees and members of the public
- Ability to perform routine office procedures including typing, filing, answering telephones, copying, faxing, business writing and provide effective customer service

- Ability to perform basic mathematical calculations including percentages and averages
- Ability to operate computer software to perform word processing, spreadsheet, database management and power point presentations
- Ability to research problems, collect and organize information and prepare summary reports of data and other information
- Ability to multi-task and perform with evolving priorities
- Ability to define problems, recommend effective solutions and draw valid conclusions
- Ability to communicate effectively in both verbal and written forms
- Ability to provide effective customer service
- Ability to develop, implement and monitor appropriate cash handling procedures, in conjunction with the Finance Department, for the responsible management of concession stand receipts and registration fees
- Ability to demonstrate initiative in work environment
- Ability to troubleshoot routine equipment and software problems and determine when external support is required
- Ability to establish and maintain accurate and current records
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment
- Knowledge of City of Oberlin policies and procedures
- Knowledge of local, state and federal government practices and procedures including public sector procurement, contract administration, recordkeeping and reporting
- Knowledge of procedures regarding various committees and commissions
- Ability to take and prepare accurate meeting minutes
- Ability to see and hear as well as sit and stand for extended periods of time and operate standard office equipment including computer, telephone, fax/copy machines requiring manual dexterity
- Basic data entry and word processing skills


**Work Environment and Equipment Utilized:** Standard office equipment is utilized routinely in the job, and the work is performed in 1) a typical office environment with adequate lighting, ventilation and temperature controls, as well as 2) outside the office under various weather conditions. The employee may be required to sit for extended periods, and perform routine physical tasks such as bending, squatting, lifting (< 20 lbs.) and reaching.

  
Employee Signature/Date

  
Supervisor Signature/Date

  
Human Resources Signature/Date

  
Law Director Signature/Date

  
Appointing Authority Signature/Date

Reviewed by Civil Service Comm.: 06/03/09

Reviewed by City Council: N/A