

**POSITION DESCRIPTION
COUNTY OF CASS, INDIANA**

POSITION: Superintendent
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: 7:00 a.m. – 3:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: February 2010
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Superintendent for the Cass County Parks and Recreation Department, responsible for planning, organizing, and directing operations, maintenance, and development of County parks and recreational areas.

DUTIES:

Directs and administers Department operations and regularly inspects County parks, including evaluating conditions of various programs, facilities, grounds, vehicles and equipment, implementing maintenance and capital improvement projects, reviewing formal and informal operating procedures for efficiency/compliance, and negotiating, coordinating and monitoring contracts with vendors and subcontractors.

Assesses short and long-range planning needs of Department, guides and directs completion of the 5-Year Master Plan, and sets priorities for human and financial resources.

Prepares and administers annual budget and provides plans for innovative opportunities in programming and funding, including acquiring new sources of revenue through federal grants. Monitors revenue and authorizes payroll and other expenditures, oversees maintenance of detailed accounting records and preparation of reports, and presents annual report to the Board of Directors for approval.

Represents the Department before various boards/commissions; researches, prepares and distributes meeting agendas and support materials for monthly Parks and Recreation Board meetings.

Maintains revenue records for all recreation programs, campers, and pavilion rentals and deposits revenue received with County Auditor.

Maintains regular communication with Department personnel, participates in staff meetings, reviews/revises policies and agreements as directed by Parks Board, updates goals/objectives, and responds to fiscal management problems, personnel and staffing conflicts, and public inquiries/complaints.

Develops and promotes various park related events and programs via news releases, public speaking presentations, website, and fliers/brochures/posters and calendars.

Oversees and directs Department personnel, including administering health and safety policies/procedures, maintaining proper staffing levels, interviewing, recruiting, and hiring staff, providing orientation/training for subordinate staff, establishing Department goals/standards, making work assignments, reviewing position responsibilities on a regular basis, evaluating job performance, making salary and personnel recommendations, and informing staff of organizational developments.

Prepares employee schedules, approves leaves, vacations, and personnel requests, maintains employee records/completes payroll documents, and initiates disciplinary action or termination as warranted.

Maintains written inventory of equipment and supplies, prepares bid specifications for large purchases, obtains prices/quotes, and recommends repairs/replacements/purchases to Park Board as appropriate.

Oversees daily maintenance of park grounds and buildings and regularly operates mowers, tractors, heavy equipment/trucks, and various hand/power tools.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Thorough knowledge of and ability to make practical application of County policies and procedures, and applicable local, state and federal codes, ordinances, laws and regulations.

Thorough knowledge of Department functions and accepted practices and principles of parks administration, with ability to direct operations, oversee construction/maintenance projects, and implement programs to meet program goals and initiatives.

Working knowledge of maintenance policies and practices, park facility upkeep, and basic construction, plumbing, electrical, and mechanical trades, with ability to direct maintenance operations and complete repairs on park facilities and equipment as needed.

Working knowledge of and ability to make practical application of Department safety policies and procedures, including OSHA guidelines.

Working knowledge of grant writing, budget administration, and Department financial management requirements, with ability to complete financial analysis, ensure cost-effective operations, and prepare and administer Department budget.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete detailed written reports and grant requests within established deadlines and maintain accurate/complete documentation and records.

Working knowledge of and ability to safely operate Department vehicles and equipment, including mowers, tractors, heavy equipment/trucks, and various hand/power tools.

Ability to operate standard office equipment, such as computer, typewriter, calculator, cash register, telephone and park radio.

Ability to supervise personnel, including administering health and safety policies/procedures, maintaining proper staffing levels, interviewing, recruiting, and hiring staff, providing orientation/training for subordinate staff, establishing Department goals/standards, making work assignments, reviewing position responsibilities on a regular basis, evaluating job performance, making salary and personnel recommendations, informing staff of organizational developments, and initiating disciplinary actions and/or termination as warranted.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Park Board, vendors, outside contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile/unruly/intoxicated persons.

Ability to work alone with minimum supervision and with others in a team environment, occasionally under time pressure, and on several tasks at the same time.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Ability to apply knowledge of people and/or locations and plan/layout numerous and diverse work assignments.

Ability to read/interpret detailed blueprints, project plans, specifications and drawings with capacity to plan, prioritize and coordinate various construction/improvement projects. Ability to use practical shop mathematics.

Ability to maintain positive public relations, plan/present public speaking engagements, and serve as Department representative at meetings/events.

Ability to regularly work extended hours and/or weekends and occasionally work evenings.

Ability to serve on 24-hour call for emergencies.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to established Department policies and guidelines, exercising independent judgment in making decisions affecting budgeting, human resources, planning, and improvement/development projects. Purpose and desired results of incumbent's work are known and work is reviewed primarily for appropriate direction of assigned operations.

Unusual or unprecedented situations are discussed with Board or Directors at incumbent's discretion.

Incumbent reports directly to Board of Directors.

III. PHYSICAL EFFORT:

Incumbent's duties may involve continuous physical exertion, such as bending, reaching, crouching/kneeling, standing/walking for long periods, driving, walking on rough terrain, pushing/pulling objects, moderate to heavy lifting, close and far vision, color and depth perception, hearing mechanical sounds and handling/grasping/fingering objects.

IV. WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, outdoors, and in a vehicle and is regularly exposed to normal hazards associated with park maintenance/construction, including machinery, excessive noise, moving parts, toxic chemicals, combustible fuels, dust, dirt, fumes, slippery surfaces, extreme temperatures and varying weather conditions. In responding to emergency situations, incumbent may be exposed to downed power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to Department policy. Incumbent maintains contact with the public and may be exposed to hostile/unruly/intoxicated persons.

Incumbent regularly works extended hours and/or weekends, occasionally works evenings, and serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Superintendent for the Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name