

# PARKS AND RECREATION SUPERINTENDENT

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Immediate Supervisor: Mayor and City Administrator  
Department/Division: Parks and Recreation  
Classified: Salaried, Exempt  
Revised Date: January 2024

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## **JOB SUMMARY:**

The Parks and Recreation Superintendent is responsible for the overall administrative oversight, visioning, leadership, planning, coordinating and control of the City's park and recreation services; provides for safe, sustainable and attractive recreational opportunities for residents and the general public; ensures effective and efficient operation of the department. The Superintendent is expected to attend all regular and special meetings of the City Council as directed.

## **GENERAL DUTIES AND RESPONSIBILITIES:**

*The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to demonstrate competence and satisfactory performance of these duties. Other duties may be required and assigned.*

1. Directs development and administration of department operating and capital improvement budgets. Recommends budget, monitors expenses and revenues to ensure compliance with budget mandates. Prepares and recommends annual capital improvement plan.
2. Develops and assesses need for expanded recreation and leisure services or changes to service delivery.
3. Oversees building and facilities operations for the City of Harvard Public Pool.
4. Meets with community organizations and others regarding recreation activities and programs. Maintains effective communication with municipal officials, school personnel and community groups regarding recreation activities and programs.
5. Develops department goals and objectives. Researches community recreation needs to adequately serve those needs.
6. Develops department policies and procedures.
7. Promotes department services and activities.
8. Oversees development, publication and distribution of events catalog.
9. Responsible for registering all programs participants.
10. Coordinate, organize, and facilitate special community events throughout the year.
11. Research and recommend new community event opportunities.
12. Serves as a liaison to the Parks & Recreation Foundation.
13. Develops newsletter articles and other marketing materials.
14. Attends and participates in weekly department head meetings. Conducts weekly department staff meetings. Attends NISRA meetings as a member of the Board of Directors as representative of the City of Harvard.
15. Oversees the purchasing of supplies and equipment.
16. Performs other duties as assigned.

**REQUIRED QUALIFICATIONS AND SKILLS:**

- Ability to prepare promotional and marketing materials.
- Strong interpersonal skills.
- Strong communications skills, both oral and written.
- Proficient with various social media platforms (i.e. Facebook, Twitter, etc.) for communication and marketing purposes.
- Detail oriented.
- Ability to prioritize workload.
- Ability to work with children.
- A minimum of three (3-5) years of recreational and/or special event coordination experience.
- Experience with Microsoft suite products.
- A combination of relevant education and experience which demonstrates the skills, knowledge and abilities required to perform the job will be considered.

**PREFERRED QUALIFICATIONS:**

- Possess a bachelor's degree in Recreation Studies, Economic Development, Business Administration, or a related field.
- Knowledge of a broad range of recreational activities and related facilities and equipment.
- Ability to work the allocated hours of the position and respond after hours as needed.
- Bilingual/Biliterate, preferred but not required.

**PHYSICAL and OTHER ABILITIES REQUIRED:**

*The physical demands herein 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 these essential job functions.*

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work is generally in a moderately noisy office setting.