

**CITY OF REDWOOD CITY
PARKS, RECREATION AND COMMUNITY SERVICES
SUPERINTENDENT**

DEFINITION

Under the general direction of the Department Head, this position serves as a top manager, directing the activities of a major division (Parks and Facilities or Recreation and Community Services) in the Parks, Recreation and Community Services Department. The incumbent may be assigned by the Department Head to either of the designated functions within this classification.

Plans, organizes and directs the operations and program activities for designated function.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Department Head.

Responsibilities include direct and indirect supervision of supervisory, program, technical, and office personnel for the assigned division.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Develop and implement goals, objectives, policies and priorities.
2. Plan, organize, supervise, and review operations, programs and assigned projects for assigned division.
3. Approve and direct implementation of specific activities, projects, plans and procedures prepared by staff.
4. Give instructions in proper work procedures, resolve work problems and interpret administrative policies, and determine the best approach to accomplish work objectives.
5. Make recommendations on budgetary needs, prepare budget requests and monitor authorized expenditures.
6. Requisition supplies and equipment as needed.
7. Develop and implement systems, programs and procedures.
8. Coordinate section activities with other City departments and divisions and with outside agencies, and respond to citizen inquiries.

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9. Prepare written and oral reports and supervise the maintenance of a variety of records and reports.
10. Select, supervise, train and evaluate subordinates, including the equitable execution of the disciplinary procedures.
11. Develop and coordinate supervisory and technical training and development programs.
12. Implement an ongoing health, safety and wellness program.
13. Ensure that the City is in continuing compliance with applicable laws and regulations, such as, but not limited to, EEOC, SB 198, and ADA.

ADDITIONAL EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Parks and Facilities Superintendent

14. Through subordinates, direct staff in operation and maintenance in areas such as custodial services, parks and facilities maintenance.
15. Evaluate operations in designated areas; development programs to implement orderly maintenance and storage of City equipment, materials, tools and vehicles.
16. Supervise projects in the upgrading and maintenance of facilities.
17. Inspect and evaluate the adequacy of existing park and recreation facilities; make recommendations for additions, alterations and repairs.

Recreation and Community Services Superintendent

18. Through subordinates, direct staff in areas such as recreational, cultural, and social service programs.
19. Coordinate and direct the development and implementation of recreational, cultural, social service and parks programs.
20. Serve as staff to the City's Cultural Commission, Senior Affairs Commission, and Parks and Recreation Commission; coordinate and attend meetings.
21. Review reports and operating and activity records of various recreation centers and park facilities.

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22. Direct and participate in the preparation of departmental publicity including news releases, special announcements and informational bulletins.
23. Meet with public groups, clubs, organizations, and agencies to explain and promote recreational activities and programs.
24. Prepare grant applications and negotiate contracts for a variety of special programs and services.
25. Supervise the collection of parks and recreation related fees.
26. Develop, coordinate and implement departmental safety programs.
27. Attend Department Head meetings, Council meetings and other administrative meetings in absence of Director.

OTHER JOB RELATED DUTIES

1. Assume the duties and responsibilities of the Department Head in his/her absence.
2. May serve as staff support to various commissions, and committees.
3. Develop, test and monitor emergency preparedness for assigned section.
4. Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern methods, techniques, principles, and practices of public administrations and local government operations for designated function.

Principles of organization, administration, budget, financial and personnel management.

Principles and procedures of project management systems.

Purchasing procedures and inventory techniques.

Principles and procedures of emergency response preparedness.

Safety practices and procedures, including occupational hazards and standard safety precautions.

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Save driving principles and practices.

Cost control techniques and purchasing procedures.

Applied computerization and automation.

Ability to:

Select, supervise, train and evaluate subordinate personnel.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those supervised and contacted in the course of work.

Prepare, maintain and interpret records and reports.

Evaluate operations and problems, recommend and implement improvement.

Prepare or assist with preparation and administration of a departmental budget including purchasing.

Plan, schedule, direct, coordinate, delegate and monitor a variety of concurrent programs.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

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ADDITIONAL JOB RELATED AND ESSENTIAL QUALIFICATIONS

Parks and Facilities Superintendent

Knowledge of:

Principles and procedures for implementing and directing building, custodial and landscape maintenance operations.

Supplies and procedures used in custodial, landscape and facilities maintenance operations.

Ability to:

Plan, organize, coordinate, and direct the development and implementation of building, custodial and landscape maintenance activities.

Evaluate operations and problems and recommend and implement improvements.

Oversee parks, facilities, building, and custodial maintenance.

Recreation and Community Services Superintendent

Knowledge of:

Principles and procedures for implementing and directing a wide variety of recreation and community service activities and the development of programs through community participation.

Common recreational and social needs of various age groups.

Ability to:

Develop and administer a comprehensive recreation and community services program suited to the needs of the community.

Plan, organize, coordinate and direct the development and implementation of recreation and community service programs.

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Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Parks and Facilities Superintendent

Experience:

Four years of increasingly responsible administrative experience in parks, facilities, building and custodial maintenance, including significant supervisory experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in park and facility administration and management.

Recreation and Community Services Superintendent

Experience:

Five years of increasingly responsible administrative experience in organized recreation and community services activities, including significant supervisory experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation administration, public administration or a related field. A Masters degree is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license.

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Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some ability to travel to different locations.

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**ADA
DOCUMENT OF ESSENTIAL DUTIES**

- | | | | |
|-----|-----|-----|------|
| 1. | SDE | 15. | OWE |
| 2. | SDE | 16. | SDE |
| 3. | SDE | 17. | SDE |
| 4. | SDE | 18. | MDE |
| 5. | SWE | 19. | MDE |
| 6. | OWE | 20. | OWE |
| 7. | SDE | 21. | SWE |
| 8. | MDE | 22. | OMNE |
| 9. | SDE | 23. | MDE |
| 10. | SDE | 24. | OANE |
| 11. | MDE | 25. | OANE |
| 12. | OWE | 26. | MDE |
| 13. | MWE | 27. | OME |
| 14. | SDE | | |

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: February, 1994

Bargaining Group: Redwood City Management Employees' Association