



City of Tahlequah, Oklahoma Job Description

Job Title: Recreation Superintendent

Department: Recreation Department

Reports To: Assistant Administrator/Mayor/Council

Grade 8

Summary: Helps to plan, direct, and coordinate activities of the City of Tahlequah's facilities that require reservation and/or fees for usage; to supervise and direct the activities of the staff for the City's swimming pool, sports facilities, Armory Municipal Center, Brookside House, and facilities at the various city parks; to coordinate City support efforts for special events held on City facilities; and, to develop and attract events to city facilities.

Essential Duties & Responsibilities include the following (Other duties may be assigned):

- 1) Maintain close communications with city administration.
- 2) Participates in the development and administration of the Recreation Department budget.
- 3) Helps to direct the selection, supervision, training, development, and discipline of department personnel.
- 4) Plans, supervises, and manages the development and conduct of events in City Parks, facilities, and recreation areas.
- 5) Provides project management skills to be used to lead the various projects throughout the Recreation Department.
- 6) Provide leadership and supervision to the department.
- 7) Address employee concerns and resolve disputes.
- 8) Enforce rules and ordinances pertaining to the department.
- 9) Organize work load, assign duties, evaluate progress, and analyze results of projects.
- 10) Coordinates the use of City facilities with the public schools, sports groups, and other community organizations.
- 11) Reviews program areas and implements changes as necessary to meet community needs.
- 12) Operates equipment and fills in where needed.
- 13) Promotes interest in parks and recreation programs.
- 14) Make presentations to staff, boards, commissions, civic groups, and the general public, as requested by administration.
- 15) Hold and document regular safety meetings with employees.
- 16) Supervise departmental employees in a fair and consistent manner.
- 17) Represent the department at all necessary meetings, including Parks Board and Recreation Board Meetings.
- 18) Review department goals and evaluate progress toward those goals.
- 19) Department disciplinary responsibility.
- 20) Work to improve supervisory skills and general knowledge of employment issues.
- 21) Work to improve your skills and develop your abilities in your job.
- 22) Other tasks and duties may be assigned to the employee by the supervisor in charge and/or city administration that are not included in this job description and may or may not be in this department.

Supervisory Responsibilities:

- 1) Responsible for assisting with the overall performance, employee training, professionalism, discipline, budgeting, and maintenance of departmental assets.
- 2) Responsible for the supervision of the Recreation Department staff.

Qualifications: to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Self-motivated to be able to work individually and cooperative enough to function as part of a team.
- 2) Good teaching and speaking skills.
- 3) The ability to remain calm and make rapid decisions in stressful situations.
- 4) Ability to establish effective working relationships with fellow employees, supervisors, other city employees and the general public.
- 5) Maintain socially accepted standards of speech and appearance while on duty.
- 6) Ability to develop and maintain departmental morale and teamwork by communicating goals, rules, and clear instructions to employees.
- 7) Ability and willingness to perform assigned work in a timely and efficient manner.
- 8) Must have a clear vision of the department's goals and how they mesh with the goals of the city and the ability to convey those goals to the departmental employees.
- 9) Possess leadership, supervisory, and administrative skills needed to optimize the performance of the department.
- 10) Ability to deal courteously with the public and successfully interact with other city departments and city administration.
- 11) Ability to plan and direct the work load and multi-task.
- 12) Knowledge of department equipment and maintenance required.
- 13) Construction Project Management for present and future sports facilities and building construction.

Education and/or Experience

- 1) College degree in a related field, or 6 years of supervisor experience in a related field.
- 2) Skill in event planning, promotion, organization, and implementation.
- 3) Experience with construction project management.
- 4) Sufficient experience in this department, or similar experience, to effectively help to supervise and administer the work of the department.
- 5) Any combination of education and experience that would qualify the individual to perform the essential duties and responsibilities of the job.

Language Skills

- 1) Ability to communicate effectively with fellow employees, supervisors, and the public.
- 2) Assertiveness to clearly communicate departmental and city policies and rules, safety concerns, and instructions to employees.

Mathematical Skills

- 1) Sufficient to perform the reports and record keeping required in the department.

Reasoning Ability

- 1) Recognize unsafe conditions and situations.
- 2) Recognizing and responding to the concerns and issues that affect departmental employees.
- 3) Must be able to understand both oral and written communications.
- 4) Must be able to interpret rules, policies, and procedures to employees.
- 5) Must be able to communicate effectively by radio and cell phone.

Computer Skills

- 1) Computer skills as needed for city and department record keeping.
- 2) Fluent in Microsoft Excel for the purpose of employee scheduling and managing workloads and events.

Other Qualifications

- 1) Must successfully complete required drug testing and physical examination per City of Tahlequah's policies.
- 2) Have and maintain a driving record sufficient to satisfy the insurance mandates placed upon the city.
- 3) Establish employment eligibility under USDOL and City of Tahlequah rules and policies.

Certificates, Licenses, Registrations

- 1) Must have an Oklahoma Class "D" Driver's License and maintain it throughout employment.

Physical Demands: the physical demands described here 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 the essential functions.

- 1) Climbing, balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking and hearing, are all demanded in the job.
- 2) The job is considered to vary from "Light" to "Heavy" work.

Work Environment: the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) The worker will be subject to: both inside and outside environmental conditions, weather related extreme cold and heat, noise, fire related conditions and hazards, and atmospheric conditions.