

City of Harrington
Position Description

CLASS TITLE: ASSISTANT SUPERVISOR OF PARKS AND RECREATION (ESSENTIAL PERSONNEL)

DEPARTMENT: PARKS & RECREATION

DATE: December 7, 2009

SUMMARY STATEMENT

Responsible for providing administrative support to the Harrington Parks & Recreation Department Director. Additional responsibilities include direct oversight to programs, youth and adult, and community events run by the department.

DESCRIPTION

Essential Duties and Responsibilities:

- Responsible for raising funds to substantially subsidize a portion of the departmental budget.
- Plan, promote, organize, schedule and lead activities for youth and adult programs as decided with Department Director.
- Maintain records such as attendance, income from fees, and expenditures.
- Assist in maintenance of overall budget.
- Assist with ongoing inventory control of recreation equipment and supplies.
- Organize registration for the different programs offered and answer any questions regarding programs.
- Plan and direct promotion and publicity for programs.
- Assist in the soliciting grants for the Department.
- Recruit and assign volunteers to assist in various areas of Department of Parks & Recreation.
- Attend recreational classes and events to ensure smooth operations of the events. (This does not mean stay for the duration of the event)
- Attend various meetings on behalf of the City representing the Department of Parks & Recreation.
- Establish and maintain effective working relationship with other employees, public officials and the public.
- Demonstrate effective verbal and written communication skills.
- Must act in a decisive manner, using good judgment.
- Provide assistance with grant writing.
- Thorough knowledge of all phases of community recreational activities and their administration.
- Ability to develop and execute a well-rounded program of recreational activities.

- Ability to prepare and present detailed reports.
- Ability to genuinely listen to public concerns.
- Performs other duties as assigned.

Supervision Received:

Works under the supervision of the Department Director

REQUIREMENTS

Knowledge, Skills and Abilities:

- Ability to establish and maintain effective working relationships with supervisor, employees, other departments, officials and the public.
- Ability to communicate effectively verbally and in writing; Ability to prepare written reports and give verbal presentations.
- Working knowledge of departmental budgetary procedures.
- Ability to maintain efficient and effective files and reports.
- Ability to follow directions and instructions.
- Ability to maintain a high degree of confidentiality regarding material of potentially sensitive nature.
- Working knowledge of City government activity.
- Ability to present a professional image.
- Knowledge of modern office practices and procedures.
- Must maintain high levels of accuracy and organization skills.

Desired Education & Experience

- Five (5) years of related experience
- OR**
- High School Graduate or Equivalent; **AND**
ONE (1) year or relevant course work or training; **AND**
THREE (3) years of progressively responsible work experience in operations of recreation program and/or facilities

Special Requirements:

Must obtain a current Criminal Background Check. Must maintain a valid driver's license.

Tools & Equipment Used:

Include usage of but not limited to: Personal computer, including word processing, spreadsheet and data base software, phone, copy machine, fax machine, lawn mower (both push and riding), tractor with grass cutting deck, margin markers (field lining), trailer pulling capabilities, knowledge of irrigation system

Physical Requirements:

The physical demands described 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 an individual with disabilities to perform essential functions. Individual must possess the ability to observe and follow all safety rules and acts that are presented in the personnel policy manual.

The employee must occasionally lift and/or move up to 50 pounds. The job also requires individual to be physically able, on a daily basis, to do a considerable amount of bending and walking. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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.

The primary location for this position is in the office. Other locations include, but not limited to, soccer fields, football fields, Price Community Center, and other remote locations that programs take place.

SELECTION GUIDELINES

Formal application, submission of resume, rating of education and experience; oral interviews and reference check; job related tests may be required. Final selection is recommended by the City Manager to the Personnel Committee and City Council for final action.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
City Manager

Effective Date:

Revision History: