

Hendricks County
Job Description

Title: Superintendent

FLSA Status: Exempt

Department: Parks and Recreation Department **Pay Band:** SAM 2

PURPOSE OF POSITION:

Incumbent serves as Superintendent for the Parks and Recreation Department, responsible for overseeing and directing parks and recreation operations, and serving as liaison with Park Board and elected officials.

ESSENTIAL FUNCTIONS:

- Supervises and directs department personnel, including interviewing applicants, hiring, planning/making work assignments, providing orientation, training and corrective instruction, evaluating performance, resolving problems, and communicating and administering personnel programs.
- Oversees/monitors cleaning/clearing and maintenance of all park facilities, and maintenance and repair of park furnishings and equipment, ensuring maintenance of detailed records as required.
- Administers department budget, including regularly reviewing fund account balances, approving expenditures, and ensuring cost-effective operations.
- Oversees and assists with preparation and presentation of reports at all Park Board meetings.
- Periodically works with county attorney and others on legal issues as needed, such as contracts, agreements, land acquisition, and lawsuits.
- Periodically prepares and makes public speaking presentations as requested, and periodically represents department on committees as appropriate.
- Prepares and submits annual department budget, including projecting costs, submitting prescribed forms, and justifying to County Commissioners and County Council as required.

- Periodically develops/reviews short- and long-term goals and objectives, including planning programs, activities, capital improvement and maintenance projects. Periodically writes or supervises the preparation and submits grant applications, and ensures compliance with funding source requirements upon award.
- Periodically responds to questions and complaints from the public, including providing information, explaining policies and rules, and resolving problems.
- Serves on 24-hour call for emergencies.

NON-ESSENTIAL FUNCTIONS:

- Performs related duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- Masters Degree in park and recreation administration, outdoor recreation, life sciences or related area, supplemented by three to five years relevant work experience. May substitute a B.S. with additional experience and training to provide the requisite knowledge, skills and abilities for this job.
- Thorough knowledge of and ability to make practical application of department policies and procedures and applicable federal/state/local regulations, such as Department of Natural Resources (DNR), Indiana State Department of Health, OSHA, and Environmental Protection Agency (EPA).
- Thorough knowledge of and ability to make practical application of principles and practices of park management, including building, grounds and equipment maintenance, capital improvements, and recreation programming.
- Ability to supervise/direct department personnel, including interviewing, hiring, delegating work assignments, providing training, evaluating performance and ensuring compliance with all department personnel policies and work rules.
- Ability to prepare and administer annual department budget and related grants, maintain detailed records, and prepare reports as required.
- Ability to effectively communicate orally and in writing with co-workers, Park Board, other County and local park and planning departments, regulating/funding agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

- Ability to appropriately respond to constructive criticism.
- Ability to work alone, work with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.
- Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.
- Possession of a valid Indiana driver's license and demonstrated safe driving record.

RESPONSIBILITY:

Incumbent plans, develops and administers department policies, procedures and programs, with approval of the Park Board. Incumbent discusses unusual/unprecedented situations with the Park Board. Incumbent's work is primarily reviewed for soundness of judgment and effect on department goals and objectives.

WORKING RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, Park Board, other County and local park and planning departments, regulating and funding agencies, and the public for purposes of exchanging and explaining information, managing operations, supervising/directing personnel, and resolving problems.

Incumbent reports directly to the Hendricks County Park and Recreation Board of Directors.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Incumbent performs a majority of duties in an office environment, and regularly at meeting sites, in park buildings and outdoors, involving sitting and walking at will, walking/standing for long periods, walking on uneven terrain, lifting/carrying objects weighing less than 25 pounds, keyboarding and speaking clearly. Incumbent regularly works extended and/or evening hours, occasionally works weekend hours, and occasionally travels out of town for

meetings/conferences, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

Note: A criminal background investigation is required of ALL HCP&R employees.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Superintendent in the Parks and Recreation Department describes the duties and responsibilities 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

Printed Name