

CITY OF ANKENY IOWA
invites applications for the position of:

Recreation Supervisor

SALARY: \$28.73 - \$38.56 Hourly
\$59,766.00 - \$80,207.00 Annually

OPENING DATE: 01/13/21

CLOSING DATE: 02/01/21 11:59 PM

FUNCTION:

The City of Ankeny is seeking applications for the fulltime position of Recreation Supervisor in the Parks & Recreation Department.

Starting salary range is **\$59,766.00 - \$69,187.00** annually depending on qualifications, plus excellent benefits.

Schedule: Tuesday - Saturday, 8 am to 5 pm with on-call hours nights and weekends.

Please complete online application, attached a resume and cover letter, and answers to the supplemental questions by the **deadline of February 1, 2021**. A post-offer drug screen and background is required.

To advance in the hiring process, you must pass a civil service exam to be administered to all qualified applicants. *Additional information will be emailed on Tuesday, February 2, 2021.*

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Organizes and supervises adult and youth athletic and instructional programs at public facilities. Instructs or assists in programs when needed.
- Evaluates recreation and athletic programming. Recommends new programs and program modifications. Monitors recreation needs and desires of the public. Participates in or leads focus groups, community meetings, and surveys regarding recreation and athletics needs, desires, and performance measurement.
- Oversees coordination and use of school district facilities for recreational use and public rentals. Monitors the billing and collection process associated with public rentals.
- Hires all related seasonal staff. At the discretion of Recreation Superintendent or Director, assists in the hiring process of Recreation Coordinators and other full-time support staff.
- Trains and evaluates seasonal staff. Organizes staff training opportunities and oversees seasonal staff compliance with Department and City policies and procedures.
- Reviews and approves time sheets of seasonal staff. Works with Human Resources in assuring compliance on all seasonal hires and related paper work.
- Recruits, hires and trains volunteers. Directs and serves as Clinician of the Department's NYSCA Training Program. Oversees and coordinates community volunteer projects. Serves as Department liaison on volunteer initiatives.
- Conducts regular program audits at recreation sites. Monitors staff and assists with problems.
- Implements and enforces safety policies for patrons and staff at public facilities.
- Maintains inventory of related equipment and prepares requests for periodic purchase of new equipment.
- Develops and issues press releases, newsletters and informational brochures on activities and events.
- Manages or plays a lead role in managing special events.
- Assists Recreation Superintendent and Director in setting program fees, establishing program budgets, and complying with City's Revenue Policy. Assists Recreation Superintendent and Director in compilation of applicable reports, budget, and capital project information.
- Recruits program sponsors for recreation, athletics, and special events. Participates and/or leads fund procurement for recreation and athletic programs through grant and proposal writing.
- Coordinates the financial operations and recordkeeping requirements of the department, including payroll.
- Maintains all necessary program and facility record keeping requirements.

ENTRY REQUIREMENTS AND SKILLS:

Graduation from an accredited college or university with a bachelor's degree in Recreation Administration, or a closely related field and three (3) years of related recreational programming experience, including concentration in one or more recreational or sport specialties. Such experience should include program development for all age groups.

Knowledge of the objectives of public recreation programming; ability to develop, organize and direct various recreational activities; ability to communicate ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with associates and the public.

Shall possess a valid motor vehicle operator's license issued by the State of Iowa.

WORKING CONDITIONS:

- Works in office environment.
- May require lifting up to 75 pounds.
- May require climbing ladders.
- May require stooping and bending.
- Is periodically called during off-hours to deal with emergencies, problems, and citizen concerns.

PHYSICAL REQUIREMENTS:

- Must be insurable.
- Must be able to hear normal conversation.
- Must be sighted.
- Must be able to speak clearly at normal rate conversation.
- Must keep regular and reliable attendance at work

With a population of more than 65,000, Ankeny is one of the fastest-growing cities in the Midwest. Incorporated in 1903, the city is located just north of Des Moines, Iowa's capital city. Ankeny was named one of the Top 100 Places to Live by Money magazine, Bloomberg Businessweek's Best Places to Raise Kids, and Family Circle's Top 10 Best Towns for Families. Ankeny also has been designated a Playful City USA community by KaBOOM!. Ankeny offers an enviable quality of life with pedestrian friendly neighborhoods, numerous recreational and cultural amenities, a thriving business community and access to higher learning. The vibrant community and its leaders are active and engaged. More information can be found at www.ankenyiowa.gov. The City of Ankeny is an Equal Opportunity Employer.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #00326
http://www.ankenyiowa.gov						RECREATION SUPERVISOR
410	West		1st		St	AD
Ankeny,		IA		50023-1557		
515-965-6400						

adawson@ankenyiowa.gov

Recreation Supervisor Supplemental Questionnaire

1. For each of the following supplemental questions, please submit a separate Word document or pdf with your typed responses. Responses should be as complete and concise as possible. Please try to limit your answers to no more than 1/2 a page. A resume in lieu of answering any part of these supplemental questions will not be acceptable. Your responses to these questions will be used to determine your qualifications, along with a review of your cover letter and resume.
2. Tell us about your knowledge and experience in recreation programming and some of the leagues or programs you have been responsible for.
3. What are some elements of an excellent customer service program? What have you done in your past employment/experiences to instill excellent customer service?
4. Please give an example of your facility scheduling experience, as well as staff scheduling.

5. Describe your experience in the handling of financial duties such as daily deposits, payroll and record keeping.