



**CITY OF AMES**  
**invites applications for the position of:**  
**Recreation Superintendent**

An Equal Opportunity Employer

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**SALARY:** \$36.38 - \$54.49 Hourly  
\$75,671.86 - \$113,346.48 Annually

**OPENING DATE:** 06/07/21

**CLOSING DATE:** 07/06/21 05:00 PM

**GENERAL INFORMATION:**

The City of Ames Parks and Recreation Department is accepting applications for Recreation Superintendent

Under the general direction of the Director of Parks and Recreation, performs work of considerable difficulty related to the planning, development, evaluation, and management of the City's recreation programs; performs related work as required.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

**Examples of Essential Job Functions:** Manages the planning and delivery of recreation programs and operations of recreation facilities; serves as the Program Team and Support Team leader; designs and assures delivery of department customer service goals; assists in the development and review of contracts/agreements for facility use; recommends budget for areas of responsibility; monitors and reviews budgetary expenditures and revenues; interviews and hires professional, clerical, and seasonal staff; trains, leads, manages, disciplines, and audits the performance of professional, clerical, and seasonal staff; works with the Director of Parks and Recreation to plan and coordinate policies and programs to best meet the recreational needs of the City's residents; develops fee structures for facilities, programs, and activities; builds relationships with representatives of civic groups, user groups, schools, businesses, and social agencies on matters related to recreation; meets with various organizations and individuals to explain recreational programs; designs and implements safety policies and procedures; coordinate, develop and implement the department marketing plan, which may include written and electronic material and the use of social media; prepares and maintains various records and reports; works with Purchasing to develop specifications for competitive bidding; coordinates activities with outside agencies; prepares publicity materials to interest the public in participation; operates motor vehicle to perform essential functions; responds to calls of an emergency nature after hours.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement, inspiring creativity and innovation, being customer driven, making data-driven decisions, championing employee involvement, striving for excellence, having fiscal stewardship, acting with honesty and integrity, exhibiting leadership, choosing a positive attitude, respecting one another, promoting safety and wellness, and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

**Other Job Functions:** Plans and supervises special events, tournaments, dances, parties; various sports, dramatic presentations, and related activities; develops and approves schedules for use of recreation facilities by various age and social groups; prepares recreation publicity to interest the public.

## **QUALIFICATIONS:**

**Education and Experience:** Bachelor's degree in recreation, business, public administration or a related field and four years of experience in recreation programming, including two years of supervisory/leadership experience. A combination of education and relevant work experience will be considered.

**Licenses and Certificates:** Must possess a valid driver's license.

**Knowledge, Skills, and Abilities:** Knowledge of the methods, philosophy, objectives and evaluation of public recreation; knowledge of cultural and recreational activities suitable for children, youth, and adults; knowledge of the practices and principles of personnel, program, and facility management; knowledge of customer service principles and practices; knowledge of project management; knowledge of budgeting, accounting, marketing, and promotion practices.

Skill in problem solving and leadership; skill in planning and organizing a wide variety of recreation programs and activities; skill in analyzing and evaluating a recreation program's effectiveness; skill in developing and preparing budgets, policies, procedures, and schedules; skill in effective oral and written communication.

Ability to effectively organize, integrate, and schedule facilities and personnel to meet the needs of recreation programs; ability to work with the public to identify recreation needs and priorities; ability to convey complex information and ideas clearly and concisely; ability to work independently and in a teaming environment; ability to operate a motor vehicle; ability to establish and maintain effective working relationships with citizens, supervisors, subordinates, co-workers, other City employees, vendors, and members from other organizations and agencies; ability to use a computer and related software.

## **SUPPLEMENTAL INFORMATION:**

**General Physical Characteristics:** The work involves sitting 75 percent of the time; standing (but not walking) 15 percent of the time; standing and walking 10 percent of the time; routinely lifting objects under 10 pounds; infrequently lifting objects from 10 to 25 pounds.

**Vision Requirements:** The minimum standard for use with those whose work deals largely with preparing analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects or parts, use of measurement devices or assembly of parts at distances close to the eyes.

**Required Physical Activities:** Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, and hearing.

**Environmental Conditions:** The worker is not substantially exposed to adverse environmental conditions.

**Examples of Equipment Essential to the Job:** Motor vehicles; telephone; calculator; computer and communications related software; fax; scanner; copy machine; recreation equipment; minor hand tools; audio-visual equipment; whiteboard and a variety of printed materials.

### **Selection Process:**

The selection process consists of an evaluation of education and experience, review of completed application to include; a fully completed supplemental questionnaire, a virtual interview (depending on the number of qualified applicants, an onsite event and the successful completion of a criminal background check, which includes a sex offender registry check and motor vehicle records check. All candidates will be notified by email of their application status.

**\*\*Preference may be given to applicants possessing qualifications above the minimum.\*\***

Applications submitted for this position by the application deadline may be considered for other openings within this classification; for up to 12 months.

Depending on the number of qualified candidates, the City may fore-go phone interviews.

**Compensation Philosophy:**

The City of Ames has a compensation philosophy that the starting pay for our merit salary ranges establishes the salary for employees who meet minimum requirements of a position. The median of any merit salary range is for an employee who can reasonably meet all expectations of the position responsibilities without initial extensive training. In order for employees to have an opportunity to grow within their position, we may consider a candidate's education, experience, and skills above the minimum requirements when looking at a salary closer to or slightly above the median. The median for this position is \$45.4373 per hour.

**E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

**NOTE:** Persons with disabilities must submit requests for ADA testing accommodations to the Human Resources Department prior to the application deadline.

**Veteran's Preference Points:**

The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5297) prior to the close date of the posting in order to receive Veteran's Preference Points.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199

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APPLICATIONS MUST BE FILED ONLINE AT:  
<http://www.cityofames.org/jobs>

Job #21-3214-01  
RECREATION SUPERINTENDENT  
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OUR OFFICE IS LOCATED AT:  
515 Clark Ave  
Ames, IA 50010  
515-239-5199  
[hr@cityofames.org](mailto:hr@cityofames.org)

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**Recreation Superintendent Supplemental Questionnaire**

- \* 1. This position requires a Bachelor's degree in: Recreation, Business, Public Administration, or a related field. Do you meet this requirement?

☐ Yes   ☐ No

- \* 2. Describe your experience in coordinating, developing, and implementing a marketing plan. Include examples of how you have used written, electronic, and social media communications.

- \* 3. What have you done to build relationships with outside organizations (e.g., schools, civic groups, businesses, etc.)?

\* Required Question