



City of Carlisle, Iowa  
Invites applications for the position of:

Parks & Recreation Superintendent

**SALARY RANGE:** \$40,000.00-\$50,000.00

**OPENING DATE:** 11-01-2022

**CLOSING DATE:** 11-30-2022

**About the Community:** Carlisle, Iowa, is a growing community of 4,160 residents located adjacent to Des Moines southeast side. More information on the community is available at [www.carlisleiowa.org](http://www.carlisleiowa.org)

Carlisle is a full government service community with seven departments including City Clerk/Finance, Fire/EMS, Police, Library, Public Works, Parks & Recreation, and Municipal Electric. The Parks & Recreation Department is staffed by one full time employee Superintendent and two permanent part-time employees including a Recreation Supervisor and Parks Maintenance Supervisor. The Parks & Recreation Department also increases in the spring to include approximately 50 seasonal staff including mowers, parks maintenance laborers, life guards, and concessions staff. The City has recently updated its Comprehensive Plan, is preparing to develop a Parks Master Plan, and has active community groups with scheduled Parks improvements in the next 18 months including a \$500,000 playground equipment installation, trail connection to Des Moines trail system, and Gateway Welcome Improvements at Scotch Ridge Nature Park.

**INFORMATION:** The City of Carlisle is accepting applications for Parks & Recreation Superintendent. Interested candidates should send resume, cover letter, and a professional writing sample.

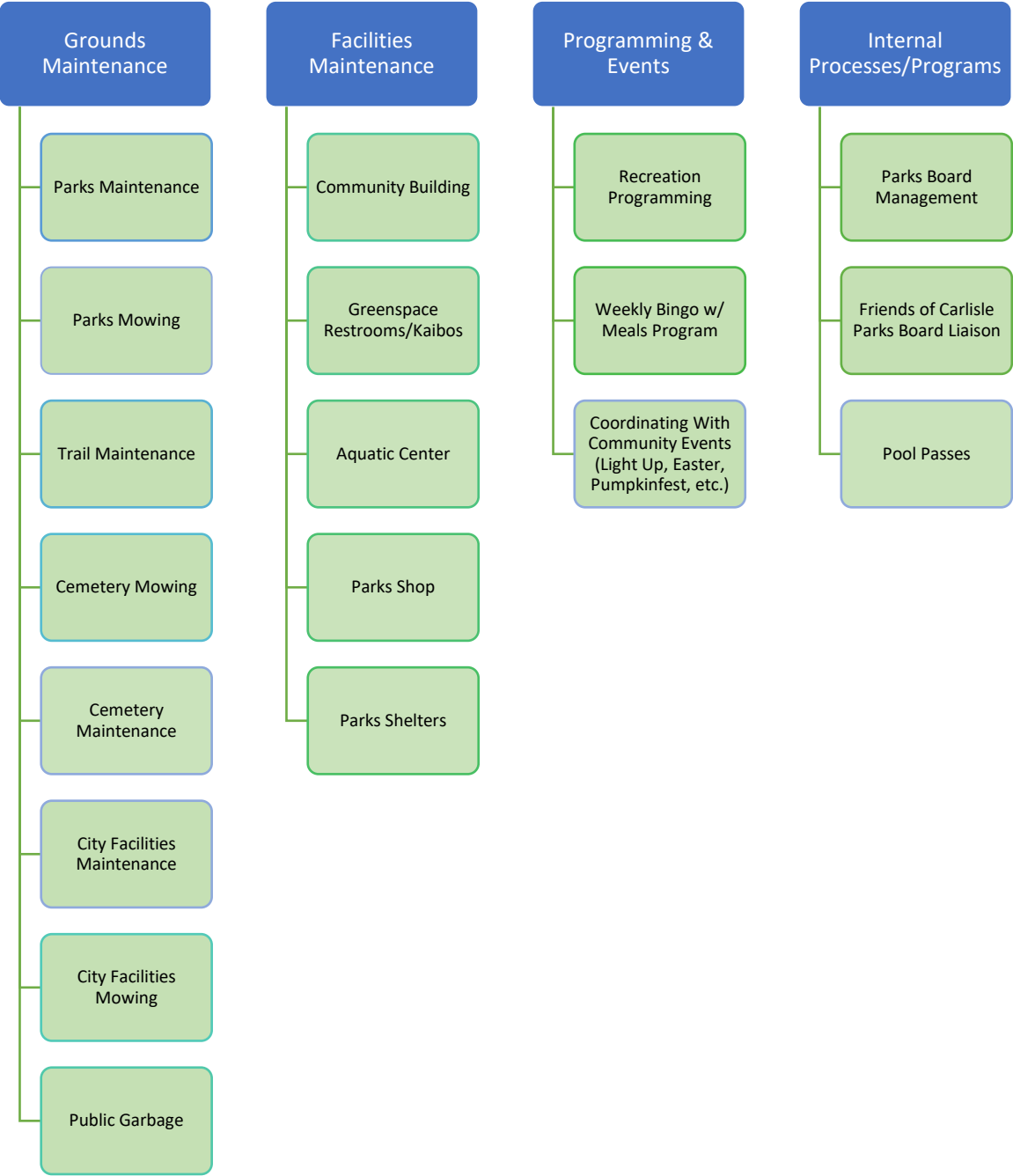
**PRINCIPLE DUTIES AND RESPONSIBILITIES:** Under administrative direction, to serve as Parks & Recreation Superintendent of the City; to plan, organize and direct the development, operation and promotion of the Parks & Recreation Department, including grounds maintenance, facilities maintenance, programming, and the aquatic center. Manages multiple budgets, employees, and programs.

The prime candidate would have the ability to manage multiple work crews, multiple locations, and a diverse workflow throughout the year. Summer is the current busy season for the department but the prime candidate would work to create a vision and develop programming year-round for all ages.

**ENTRY REQUIREMENT AND SKILLS:** Graduation from an accredited college or university with a degree in public administration, business administration, parks, recreation, and leisure services, horticulture, or closely related field, at least five (5) years of local government experience in the public profession, or some combination thereof. Post offer employment physical and drug screen and background check required. Certification, or ability to become certified in First Aid/CPR/AED within the first six (6) months from hire. Certification, or ability to become certified as a Certified Pool Operator, First Aid/CPR/AED Instructor, and Lifeguarding Instructor within the first 12 months from hire.

**HOW TO APPLY:** Applicants should submit a resume, a cover letter, and a professional writing sample specifying interest to City of Carlisle, Attn: Deven Markley, 100 North 1<sup>st</sup> Street, Carlisle, Iowa 50047. Professional writing sample can include professional documents, letters, email, or other correspondence highlighting the applications written communication skills. Please include current mailing address, phone number(s), and e-mail address. The City of Carlisle is an equal opportunity employer.

# Parks & Recreation Superintendent Duties Overview





**City of Carlisle  
Job Description  
Parks & Recreation Superintendent**

<b>Name:</b>		<b>Dept:</b> Parks and Recreation
<b>Title:</b>	Parks and Recreation Superintendent	<b>FLSA:</b> Exempt
<b>Date:</b>		<b>Reports To:</b> City Administrator

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**Purpose of Position (job summary)**

Under administrative direction, to serve as Parks and Recreation Superintendent of the City; to plan, organize and direct the development, operation and promotion of the Parks and Recreation department. Plans, schedules, and oversees all Park and Recreation Department projects and operations

**Relationships**

**Reports to:** City Administrator

**Supervises:** permanent Park Workers, seasonal Parks and Recreation employees, seasonal Aquatic Center employees

**Works with:** Mayor and Council, Park Board, Friends of the Carlisle Parks, supervisors and staff of the Finance, Fire/EMS, Library, Police, Electric and Public Works Departments and the general public

**Major Areas of Accountability/Responsibility**

- Plans, schedules, organizes, directs and coordinates the work and budget of the Parks and Recreation department and its employees.
- Plans, schedules, organizes, directs, and oversees operations and budget for the Aquatic Center.

- Directs and coordinates the operation and maintenance of the parks and recreation system including all city parks, the community building, and the Scotch Ridge Nature Center
- Oversees programming for Parks & Recreation Department and develops plan for growing and reviewing these programs to provide various recreation opportunities to the community for all life stages.
- Advises the Park Board; attends meetings as required; makes recommendations on the park/open space/facility/recreation programming; develops with the commission proposed operating and capital budgets to be submitted to the City for inclusion in the city annual budget
- Coordinate with the Public Works and Electric Department on park maintenance; the Police and Fire Departments on an as needed basis to ensure safety, cooperation and public relations; Library on community events and coordination of operations at the Aquatic Center and Library; City Hall on cemetery, rentals, signups, payroll, and payment.
- Oversees the maintenance and grounds upkeep of the Carlisle City Cemetery. Coordinates maintenance and mowing expectations with City Clerk.
- Maintains Parks & Recreation portion of city website and any department social media pages. Manages and coordinates with City Hall staff regarding use of electronic activity signup and rental system.
- Maintains accurate payroll operations in conjunction with City Hall. Maintains proper training and certification records for all staff within the department. Maintains equipment capital improvement plans and maintenance records for equipment.
- Assists in the planning for and direction of new construction.
- Participates in and coordinates the preparation of studies and reports concerning the operation of the parks and recreation department.
- Knows emergency safety procedures
- Submits required reports including monthly activity reports, staff updates, newsletter articles, budget reviews and monthly expenditures. Gives preliminary approval to payment of departmental bills in accordance with established policy and procedures.

- Attends seminars and workshops related to Parks and Recreation Superintendent duties and responsibilities.
- Oversee the maintenance and upkeep of all parks and green spaces used for recreational purposes within the city, which will also include the current and future recreational trails within the city's jurisdiction. Oversees maintenance and upkeep of green spaces at other city facilities excluding the yard waste facility, sewer lagoon, pump and lift stations, and inside the substation.
- Ensure the parks and recreational facilities and equipment are maintained regularly.
- Seek out and apply for grants related to parks and recreation when available.
- Assists other City departments and performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Directly supervises all employees in the Parks and Recreation Department. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; addressing complaints and resolving problems.
- Evaluates staff and existing programs; performs supervisory duties including interviewing and recommending hiring, training, assigning work, disciplining, evaluating, and recommending discharge.
- Prepares all regular and seasonal employee work schedules, verifying hours worked; oversees that all time cards and forms are properly completed and submitted on time

### **Qualifications**

#### **Minimum training and experience required to perform essential duties and functions:**

- (A) Graduation from a college or university with a bachelor's degree in parks, recreation, and leisure services, horticulture, or closely related field and one (1) or more years of related experience is preferred
- (B) Graduation from a college or university with an associate's degree in parks, recreation, and leisure services, horticulture, or closely related field and three (3) or more years of related experience is preferred

- (C) Graduation from a standard high school or GED equivalency is required and at least five (5) years of increasingly responsible professional experience in parks and recreation management related experience, or
- (D) Must become and maintain certified pool operator (CPO) and attend necessary education/development courses to maintain that certification within 12 months of hiring.
- (E) Must be CPR certified within 6 months of hiring. Must obtain Red Cross (or equivalent) First Aid/CPR/AED Instructor and Lifeguarding Instructor certification within the first 12 months from hire.
- (F) Valid driver's license

**Minimum physical and mental demands required to perform essential duties and functions:**

***Required Physical Activities:*** Walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, finger dexterity, grasping; ability to climb stairs and ladders and to go on construction sites to inspect and to direct work.

***Physical Characteristics of Work:*** Work involves standing and/or walking 60% of the time and sitting approximately 40% of the time. Medium work requiring exertion of up to 20 pounds of force routinely. Exertion of up to 50 pounds of force occasionally and exertion of more than 50 pounds infrequently to lift or otherwise move objects.

***Vision Requirements:*** The minimum standard for use with those whose work deals the ability to read and complete written reports, read computer screens, adjust focus and identify and recognize colors

***Cognitive Demands (necessary knowledge, skills and abilities):***

- (A) Knowledge of the principles and practices of parks and recreation management. Ability to plan, organize and direct the work of the departmental staff. Ability to prepare concise and effective reports and correspondence. Ability to read and interpret engineering plans and specifications. Knowledge of conservation design techniques
- (B) Skill in operation of listed tools and equipment;
- (C) Ability to accurately record and maintain records; ability to plan, organize and supervise assigned staff
- (D) Knowledge of and ability to perform effective training methods.
- (E) Ability to report, write or edit articles for publication; ability to prepare and deliver talks; ability to interview, counsel or advise people; ability to evaluate technical data; ability to use a telephone and a mobile radio.
- (F) Knowledge of relevant local, state and federal and grant programs regulations regarding recreation programs.

(G) Knowledge of safety precautions associated with recreational activities.

**Language Ability and Interpersonal Communication:** Ability to establish and maintain effective working relationships with other employees, elected and appointed officials, customers and the public. Ability to manage required board operations including creation of agenda, development of reports required by board, and creation and maintenance of board minutes. Ability to develop and maintain positive relationships with Friends of Carlisle Parks and the Carlisle Community School District

**Environmental Adaptability:** The work is performed both inside and outside and includes seasonal exposure to cold and heat. The employee may also be exposed to darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, mechanical hazards, chemical hazards, traffic hazards micro-biological hazards and bodily injury. Also, the work may expose the employee to unpleasant social situations, significant work pace pressure and irregular work hours.

**Special requirements:**

- (A) Position is full time from approximately April through September and part-time from approximately October through March. It is likely that this position will work significantly more than 40 hours per week between April and September.
- (B) Must have a valid driver's license or the ability to obtain one
- (C) Shall establish residency within 30 miles of the City office within the first 6 months of employment.
- (D) Shall be generally available for off-hour emergencies.
- (E) Ability to pass ongoing random alcohol and drug testing.
- (F) Pass physical examination as required by City

**Tools and equipment used:** General purpose maintenance equipment, general purpose hand tools, protective clothing, safety equipment, drills, grinder, generator, mowers, pumps, saws, sprayers, generators, extension cords, ladders, chains, measuring equipment, sledgehammer, hoses, oils, thermometers, hazardous chemicals and materials, calculator, personal computer, computer network, computer printer, computer software, MSDS documentation, OSHA regulations, City of Carlisle Code of Ordinances, Code of Iowa, personnel policies, dictionary, typewriter, telephone, radio, fax machine, photographic equipment, copy machine, dump truck, flat bed truck, pickup truck, back hoe, skid steer loader, tractor, air compressor, air or hydraulic dirt tamper.

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee.*

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Employee's Signature

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City Administrator/Clerk

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Date

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Date

The City of Carlisle is an Equal Employment Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.