



We, the employees of the City of West Des Moines, through Teamwork and Cooperation, are committed to provide the highest Quality of Service with Honesty and Integrity to the community we serve.

Our mission is to serve the people of West Des Moines honestly and effectively. Through a variety of services, we strive to provide the quality of life desired by the community.

City of West Des Moines Job Description

Job Title:	Superintendent of Recreation		
Department:	Parks & Recreation	Civil Service:	Not Applicable
Reports To:	Parks and Recreation Director	Grade Level:	NU_D61
Dotted Line Reports To:		Manager Level:	Manager
Category:	X Exempt (salaried) Non-exempt (hourly)	Last Review Date:	January 2023
Post Offer Testing:	Physical and Drug Screen after contingent offer		
Residency:	No formal policy on residency		

Summary Description:	<p>Under the general direction of the Parks and Recreation Director, manages the planning and delivery of recreation programs and operation of recreation facilities in a manner that addresses community needs, makes effective use of community resources, and maximizes revenue. Builds relationships with representatives of agencies, user groups, schools, civic groups, and businesses, forming partnerships to extend recreation programs and facilities and to resolve recreation issues. Develops and administers user policies, reporting systems, budget, and evaluation tools. Approves recreation program plans and facility operation plans for Valley Junction Activity Center, Aquatic Centers, Beach, Nature Lodge, Softball Complex, Baseball Complex, Archery Facility, Dog Park, Jamie Hurd Amphitheater, Boathouse, and other cultural and recreational facilities. Manages and implements the City's Public Art Program.</p>
Routine Job Duties/Responsibilities:	<ul style="list-style-type: none"> • Consults with City staff, Parks and Recreation Advisory Board, Public Arts Advisory Commission, Bicycle Advisory Commission, City Council, agency representatives, non-profit organizations, and citizens in addressing community needs, resolving recreation issues, and determining department direction in extending recreation programs and facilities for community benefit. • Directs the operation and use of recreation facilities through development of policies and systems, budget formulation and management, contract management, and consultation with staff. • Directs recreation program delivery and initiates new programs through staff. • Manages the department's program registration and facility reservation software. • Manages and implements the City's Public Art Program. • Establishes annual public relations plan and directs publicity activities, including social media and development of a program guide, with staff support. • Directs the selection, orientation, training, performance management, wage administration, and discipline of employees in the assigned unit in accordance with City policy. • Completes and approves necessary paperwork and electronic processes, including that required for purchasing and personnel actions. • Prepares and monitors departmental operating budget and establishes service levels and budget recommendations for the Recreation divisions. • Ensures fair and consistent treatment of all employees in assigned unit and that all employees comply with all City policies and procedures. • Ensures that all work performed in the unit meets the City's standards for customer

	<p>service, accuracy, quality, and efficiency.</p> <ul style="list-style-type: none"> • Directs activities of the unit to ensure that appropriate communication and coordination of efforts occurs with other units of the City. • Ensures that the City's mission, goals and objectives are fully supported and initiated. This includes, but is not limited to, support of the following initiatives: the quality initiative; Mayor/City Council strategies and various other city-sponsored work groups. Performs other duties and responsibilities as assigned.
Periodic Job Duties/Responsibilities:	<ul style="list-style-type: none"> • Manages concession contracts and contractual services. • Prepares recommendations for the division to the Director. • Performs and participates in strategic planning for Recreation divisions and the department. • Responds to calls of an emergency nature after hours. • Reviews and approves recreation programs, facility operation plans and procedures as prepared by and with staff. • Conducts and assists with management of community-wide special events. • Manages revenue development through grant writing, sponsorships, and agency agreements. • Manages volunteer activities for the Department.
Job Standards:	<i>Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:</i>
Education/Experience:	<ul style="list-style-type: none"> • Bachelor's Degree in Recreation, Education, Business, Public Administration, or other related discipline plus 5 years of related work experience • Supervisory/management experience preferred.
Skills:	<ul style="list-style-type: none"> • Ability to handle confidential information in a sensitive manner • Ability to work independently and efficiently with very little direct supervision • Effective oral and written communication and negotiation skills • Excellent interpersonal communication skills • Problem-solving ability • Strong project management and presentation skills • Excellent mathematical skills • Ability to concentrate in a diverse and fast-paced work setting • Sound judgment and decision-making abilities • Ability to take initiative • Ability to take a creative and innovative approach to recreation programming • Good time management and organizational skills • Excellent supervisory skills
Knowledge:	<ul style="list-style-type: none"> • Thorough knowledge of recreation programming, recreation facility operations, and administration related to recreation • General knowledge and understanding of municipal budgeting, grant writing and related proficiencies • General knowledge of office equipment, including facsimile, photo copier, telephone, and calculator • Proficiency with PC's and computer software and applications
Licenses:	<ul style="list-style-type: none"> • Certified Parks and Recreation Professional, preferred but not required • Certified Pool Operator (CPO) within 6 months of employment • Valid Iowa Driver's license or evidence of equivalent mobility

Working Conditions:	<ul style="list-style-type: none"> • Extensive periods of sitting • Intermittent periods of walking • Ability to lift, carry, push, and pull up to 20 pounds • Frequent talking, hearing, near and far sight acuity, concentration, judgment, and writing ability • Intermittent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, dexterity, feeling, depth perception, color vision, and field of vision • Moderate exposure to weather 	
Safety Hazards:	<ul style="list-style-type: none"> • None 	
Other:		
<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>		
Approval:	Signed	Date
Human Resources Director:		
Department Head:		