



CITY HALL  
MUSCATINE, IOWA 52761

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## EMPLOYMENT OPPORTUNITY

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### Program Supervisor Parks & Recreation

**DUTIES:**

Performs supervisory work in the planning, programming & budgeting of various parks & recreation activities to include community leisure & aquatic programming, various special events & the direction of associated staff. Assigns, schedules & directs the work of subordinate personnel engaged in seasonal recreation & aquatic programming. Assists in various recreation & aquatic activities for the department. Compiles & maintains required reports of departmental programs, activities, services & properties for approval. Assists in the preparation of budgets & supporting materials including financial evaluation of operative costs. Assists in planning, public relations, & promotion of department activities. Performs personnel functions, including recruitment, selection, supervision, performance evaluation, & training of seasonal personnel.

**SALARY:**

\$56,386 minimum starting salary plus excellent full-time benefits including a car allowance and phone stipend

**QUALIFICATIONS  
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Bachelor's degree in Parks & Recreation Administration or related field or any equivalent combination of training & experience that provides comparable knowledge, abilities & skills. Possession of a current driver's license & insurable with the City's insurance carrier, & maintain such throughout employment. Knowledge of the practical application of methods, materials, & practices used in comprehensive community recreation programming. Knowledge in the operation of municipal recreation & aquatic facilities. Knowledge of philosophy of Parks & Recreation Administration, procedures, & methods. Ability to recruit, place, supervise, evaluate & train seasonal staff effectively. Skill in preparing & maintaining clear, accurate reports & records as required with job responsibility for operational analysis & budget preparation purposes. Skill in communicating clearly & effectively both orally & in writing. Ability to establish & maintain effective working relationships with other staff members, subordinates, City officials, & the general public. CPO and lifeguard certification required within 6 months of employment. Must reside within 30 air miles of City limits. Must pass physical & drug screen.

**TO APPLY:**

Visit <https://muscatineiowa.acquiretm.com/home.aspx> to apply.

Open until filled

**Muscatine is an EEO/AA Employer.**