

DEPARTMENT: Parks and Recreation

POSITION REPORTING RELATIONSHIPS: The Assistant Director works under the supervision of the Parks and Recreation Director. In the Parks and Recreation Directors absence, the Assistant Director of Parks and Recreation will report to the City Administrator.

SUPERVISORY RESPONSIBILITIES: Plans, organizes, and conducts continuing in-service training of seasonal staff members. Assists with the recruitment, hiring, and supervision of seasonal staff. In the event of the Parks & Recreation Directors absence, the Assistant Director will be responsible for overseeing the department.

POSITION FUNCTION: The Assistant Director responsibilities include but are not limited to the following; provide cleaning and routine maintenance and repair of the Community Center, Dog Park, Fross Park, and Wakema Park grounds and facilities. Recreational activity and event planning, preparation, implementation, and evaluation.

MAJOR RESPONSIBILITIES:

1. Cleaning

- a. Cleaning of facilities as required; including, but not limited to: cleaning and sanitizing all restroom fixtures, sweeping and wet-mopping floors, cleaning glass doors, vacuuming, dusting furniture fixtures, and spot cleaning as needed.
- b. Collecting and taking out trash from public facilities as required.
- c. Stocks and maintains adequate supplies at each facility.
- d. Inspects and maintains assigned custodial and maintenance equipment/tools.
- e. Ensuring shelters, the lodge, and Community Center is cleaned in between rentals.

2. Maintenance Work

- a. Replaces light bulbs and completes minor building repairs.
- b. Ensures cleaning supplies are stocked and maintained.
- c. Conducts winterization of the parks, amenities, and restrooms.
- d. Removal of snow at the city's public facilities as needed.
- e. Ensures the upkeep of parks, playgrounds, and recreation facilities.
- f. Conducts weed eating and mowing of the park grounds.

3. Ball Field Preparation

- a. Setting base lengths at proper distances.
- b. Setting pitching mounds at proper distances.
- c. Dragging ball fields.
- d. Chalking ball fields.
- e. Raking fields between games.

4. Programming

- a. Develops, implements, supervises, and evaluates a variety of recreation programs and events.
- b. Develops programs and events to meet the needs and desires of the citizens.
- c. Assists with planning, public relations, and promotion of activities and events.

Any duties assigned by the Parks and Recreation Director

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by management.

ESSENTIAL SKILLS

- a. Ability to efficiently prep ball fields under time restraints.
- b. Understanding of park maintenance techniques and practices.
- c. Ability to assess cleaning and maintenance needs and govern work schedule accordingly.
- d. Ability to lift equipment and supplies of 50 lbs.
- e. Skill in communicating clearly and effectively, both orally and in writing.
- f. Ability to establish and maintain effective working relationships with the general public, City officials, other staff members, community leaders, school officials, local businesses, and service organizations.
- g. Demonstrates a basic understanding of City budgeting.
- h. Ability to organize, implement, and evaluate current and new recreational programs and events.
- i. Ability to work with minimal supervision.

TRAINING AND EXPERIENCE

High School Diploma or GED.
College degree or work experience in a related field equal to or greater than two years.
Certified Pool Operator Certification must be obtained within 6 months of start date.
CPR & First Aid Certification must be obtained within 6 months of start date.
Mandatory Reporter Certification must be obtained within 6 months of start date.

OTHER NECESSARY REQUIREMENTS

Reference check
Criminal Background check
Ability to be on call
Ability to work evenings, weekends, and early mornings as needed