**POSITION DESCRIPTION**

**COUNTY OF KNOX, INDIANA**

POSITION: Park Superintendent

DEPARTMENT: Parks and Recreation

WORKSCHEDULE: 8:00 a.m. - 4:00 p.m., M-F

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: May 2023

STATUS: Full-time

DATE REVISED: N/A

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative, and not exhaustive, of the knowledge, skill, and/or ability required. The County of Knox provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Park Superintendent for the Parks and Recreation Department and is responsible for supervising and directing department operations and personnel.

**I. DUTIES**:

In conjunction with and subject to those qualifications set forth in Indiana Code 36-10-3-13 and the duties enumerated in Indiana Code 36-10-3-14; and

In conjunction with and subject to the duties and powers set forth to the Parks and Recreation Department Board as set forth in Indiana Code 36-10-3-10 and 11;

The Incumbent:

Supervises and directs Parks and Recreation Department operations and personnel, including candidate interviews for job openings and hiring/firing decisions subject to the direction and approval of the Park Board; and further provides orientation to

new employees, delegates work assignments, establishes goals, provides training and corrective instruction, maintains discipline, evaluates performance, and communicates policies and procedures to employees, the public, volunteers, and others.

Plans, coordinates, and directs the construction, operation, and maintenance of the County Parks system.

Assists contractors and architects on all phases of new parks construction and/or existing park modifications.

Maintains communication with the public, citizen groups, other County departments, and other governmental agencies on behalf of the department.

Formulates administrative policies, with the Park Board and its attorney, for the effective use of assigned departmental personnel and resources.

Develops, reviews, updates, and implements all phases of Park's 5-year Master Plan.

Prepares various reports as required.

Prepares and administers department operation and capital improvement budgets, including authorizing expenditures pursuant to Park policy.

Follows and assists to maintain all monetary collection, deposit, record-keeping, and accountability regarding all cash and credit card funds collected at any park, for any activity, and for any sales conducted.

Solicits alternative funding sources, including grant applications, and administers the funds upon receipt.

Periodically assists in maintaining park grounds, buildings, and facilities, including operating heavy equipment as required.

Performs related duties as assigned.

**II. DIFFICULTY OF WORK**:

Incumbent is responsible for administering department operations, policies, and procedures; and supervising department personnel within generally accepted guidelines which are often unclear or not well-stated. Incumbent exercises a considerable amount of independent judgment in selection of the best methods to achieve desired result but, at all times, remains responsible to the Park Board and should consult the same when in doubt as to the manner in which to proceed in any given circumstance.

**III. RESPONSIBILITY:**

Incumbent makes a major contribution to the success of the department and is actively involved in the support, development, or recommendations of major objectives, policies, programs, and practices. Problems impacting agency mission or policy are reviewed for overall accomplishment and effectiveness.

**IV. PERSONAL WORK RELATIONSHIPS**:

Incumbent maintains frequent contact with co-workers, other County departments, the Parks and Recreation Board of Directors, elected officials, community leaders, and the public, for purposes of maintaining coordination of recreational programs, devising, planning, and implementing new policies and priorities, and supervising department personnel and operations.

Incumbent reports directly to Knox County Park and Recreation Board of Directors.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT**:

Incumbent performs duties in both a modern office environment and in the rugged outdoors and is exposed to normal hazards and weather conditions encountered in the profession.

Incumbent may perform manual labor and/or operate park equipment to assist with maintenance and repair of department facilities, grounds, and equipment, involving sitting/standing for long periods of time, sitting/walking at will, keyboarding, lifting/carrying objects weighing over 50 pounds, close/far vision, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended, evening, and/or weekend hours, travels out of town, sometimes overnight, and occasionally responds to emergencies on a 24-hour basis.

**VI. JOB REQUIREMENTS**:

Baccalaureate degree in conservation, forestry, or related field preferred. Previous supervisory experience preferred.

Ability to supervise and direct Parks and Recreation Department operations and personnel, including candidate interviews for job openings, make hiring/firing decisions subject to the input and approval of the Parks Board, provide orientation to new employees, delegate work assignments, establish goals, provide training and corrective instruction, maintain discipline, evaluate performance, and communicate policies and procedures.

Thorough knowledge of the advanced theories, principles, practices, and methodology of park and recreation administration, and ability to plan, conceive, and develop all facets of the Park 5-year Master Plan.

Thorough knowledge of and ability to interpret, understand, and apply laws, rules, and regulations pertaining to the fields of parks and recreation administration and County governmental operations.

Working knowledge of standard office procedures and computer software programs used by the Parks and Recreation Department, with the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare detailed written reports.

Ability to properly operate standard office equipment, such as computer, copy machine, fax machine, calculator, and telephone, and various park maintenance equipment, tools, and vehicles.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to meet all department hiring and retention requirements, and ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work with the Parks and Recreation Department Board and individual members and to follow any instructions provided by said Board.

Ability to effectively communicate orally and in writing to co-workers, other County departments, Parks and Recreation Board of Directors, elected officials, community leaders, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities. Negotiation with various parties and creative problem solving will occasionally be required.

Ability to competently serve the public with diplomacy and respect.

Ability to work alone with minimum supervision and also with others in a team environment, often amidst frequent distractions and interruptions and under time pressure from formal schedules and deadlines.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**:

The job description for the position of Park Superintendent for the Knox County Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes \_\_\_\_\_ No \_\_\_\_\_

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Applicant/Employee signature Date:

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