

## CITY OF CORAL SPRINGS Classification Description

---

**CLASSIFICATION TITLE:** Recreation Superintendent  
**FUNCTIONAL AREA:** Parks and Recreation Department

---

### **WORK OBJECTIVE:**

Under general direction, the purpose of the position is to perform responsible administrative and professional work assisting the Director of Parks and Recreation with the planning, organization and management community activities, recreational programs and special events. Employees in this classification perform at middle management, and are responsible for ensuring a variety of safe, quality leisure opportunities are made accessible to the general public. This position also has considerable responsibility in recommending and overseeing the upkeep, upgrade, construction and/or renovation of recreational facilities, as needed. Employee works with a high degree of independence and initiative, however, confers with the Recreation Director on matters involving unusual administrative or legal problems.

### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the planning, organization and implementation of departmental goals and objectives; assists in the formulation of departmental policies and procedures.
- Plans, organizes, and implements various recreational activities and special events; coordinates activities with other city departments, civic groups, and sports/recreation groups; administers marketing and promotion activities.
- Directs, supervises, evaluates and schedules assigned personnel and supervisory staff.
- Manages assigned facilities and ensures the safety and cleanliness of recreational equipment and teaching materials are maintained; routinely inspects recreational facilities and makes recommendations on the upkeep, upgrade, construction and/or renovation of facilities including parks, gymnasium, playgrounds, etc.
- Performs public relations functions between the city, community and various civic agencies and groups.
- Performs moderately complex administrative and accounting duties, e.g., reviews and evaluates program statistical data, generates and submits reports and documentation, researches special projects and issues; assists Director with annual budget preparation, reviews and maintains accounts, reviews and approves receipts and budgetary expenditures.
- Serves as project supervisor for recreation projects and monitors facilities improvements and consults with contractors to ensure safety, cost effectiveness, aesthetics and compliance with city policies.
- Researches and evaluates existing programs, activities and leagues to ensure the safety, general welfare and enjoyment of the general public as directed by the Parks and Recreation Director.

## Recreation Superintendent

### MINIMUM QUALIFICATIONS:

#### **Education / Certifications / Experience –**

Bachelor's Degree in Recreation or related field; supplemented by five (5) to seven (7) years responsible experience in general public recreation programs, to include experience in marketing, obtaining sponsorship, coordinating special events, and facilities maintenance and upkeep; or an equivalent combination of education, training, and experience. Must possess and maintain Florida Class D Drivers License.

#### **Knowledge, Skills, & Abilities –**

Considerable knowledge of innovative recreational activities and programming for a public government agency.

Ability to understand, follow, coordinate and direct written and oral instructions.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relationships with departmental personnel, management and the general public.

Ability to effectively supervise a staff comprised of entry and journey level professionals engaged in carrying out departmental functions.

### PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching or bending, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

### ENVIRONMENTAL REQUIREMENTS:

Most work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some work is performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.