

# MINNEAPOLIS PARK AND RECREATION BOARD

## JOB DESCRIPTION

**JOB TITLE:** Assistant Superintendent – Recreation

<b>Service Division:</b> Recreation	<b>Accountable To:</b> Superintendent
<p><b>Mission Statement</b>            The Minneapolis Park and Recreation Board shall permanently preserve, protect, maintain, improve, and enhance its natural resources, parkland, and recreational opportunities for current and future generations. The Minneapolis Park and Recreation Board exists to provide places and recreation opportunities for all people to gather, celebrate, contemplate, and engage in activities that promote health, well-being, community, and the environment.</p>	
<p><b>Role Summary</b>            Performs a variety of routine and complex work in managing all phases of the Park Board’s recreation activities to effectively fulfill the organization’s mission in serving the community.</p>	
<p><b>Duties</b>            Performs under the general supervision of the Superintendent and is responsible for, but not limited to, the following duties:</p> <p><u>Essential Duties:</u></p> <ul style="list-style-type: none"> <li>• Responsible for the overall management of the Minneapolis Park and Recreation Board Recreation Services Division.</li> <li>• Provide strategic leadership and management for Recreation Services to include highly responsible recreation and administrative work for all activities of the division.</li> <li>• Demonstrate leadership building a collaborative environment including working across division lines and forming partnerships that foster better citizen services, eliminate barriers to achieving results, build alliances with key decision makers, and take full advantage of available resources.</li> <li>• Direct and manage the current activities and long-range planning of the division to assure that recreation centers, golf courses, aquatic facilities, ice arenas, cross country skiing venues, and Wirth Winter Recreation Complex; recreation, education, and interpretive programming; youth and adult sports; use and event permitting; MPRB parking program; and athletic fields and complexes are compatible with the Park Board’s mission and in compliance with all regulatory bodies.</li> <li>• Engagement in development and update of the Park Board’s Comprehensive Master Plan, ensuring that current and future recreation facilities, programs and services are appropriately incorporated in the Park Board’s Master Plan</li> <li>• Develop and implement new systems to improve and streamline recreation work processes that are integrated and coordinated within the Recreation Division and across the organization when appropriate.</li> <li>• Develop and implement innovative partnerships and services.</li> <li>• Demonstrate political acumen.</li> <li>• Hire, supervise, train, evaluate, develop and discipline subordinate employees for development of a professional and support staff with a high degree of competence and sound judgment.</li> </ul>	

- Staff representation to the Minneapolis Park and Recreation Board and Committees and other citizen and governmental boards and committees to further the objectives of the Park Board.

#### Related Work:

- Prepare and administer the Recreation Services budget and corresponding revenue; analyze and recommend appropriate fees for programs and services.
- Implement Park Board and City policies and guidelines.
- Determine and implement Recreation Services policies and processes and make difficult technical and administrative decisions.
- Oversee the documentation of all recreation related processes and projects using best practices and assure regulatory compliance and compliance with the Park Board records retention schedule.
- Develop and maintain effective communications and relationships with other Park Board staff and Commissioners, public agencies, and the general public to assure understanding and coordination of recreation activities.
- Confer with and advise staff on issues relating to recreation centers, programs and services and ensure compliance with all regulatory issues and administrative matters.
- Respond to administrative and Board requests.
- Analyze and compile technical and statistical information and prepare technical reports.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Oversee incorporation of technological improvements in Recreation Services.
- Work to proactively resolve problems and conflicts that surface with recreation issues.
- Keep the Superintendent promptly informed of matters as they relate to the Division and Park Board.
- Perform other related duties as apparent or assigned.

#### The Way We Work

The Employees of the Minneapolis Park and Recreation Board...

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of Park Board services and objectives.
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service.
- Foster meaningful interaction among people through the exchange of information to produce understanding.
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others toward the accomplishment of identified objectives and goals in the best interest of the Park Board and community.
- Consistently work toward the common good of the organization and encourage others to do the same.
- Conduct themselves at all times in a professionally appropriate and respectful manner.
- Apply the proper safety/security practices according to established protocols, guidelines and policies.

**Knowledge of** (position requirements at entry)

- Modern principles and best practices of recreation programming and facility management, and child care programming and management.
- Modern principles and best practices of specialized recreation facility and program management such as golf courses, ice arenas, pools, waterparks, beaches, athletic fields, event permitting, parking program, innovative partnerships and services.
- Contemporary principles and best practices of public administration.
- Modern principles and best practices of recreation program design, community implementation, and scheduling involved in city wide, multi-cultural recreation programs and services.
- Contemporary principles and best practices of personnel management and supervision.
- Contemporary principles and best practices of accounting, budget preparation, organization management and analysis of data.
- Computers and software applications used in business settings and recreation work (e.g. word processing, spreadsheets, recreation program and facility management systems, asset management software system, and personnel management software).
- Outstanding customer service principles and practices.
- Basic contract laws and regulations.
- Pertinent federal, state, county and city laws, codes, ordinances and regulations.

**Skills and Ability to:** (position requirements at entry)

- Understand, correctly interpret and effectively communicate with others applicable policies, procedures, laws and regulations.
- Critically analyze operations, collaboratively design and institute improvements without disruption of existing operations.
- Imaginatively and effectively identify and evaluate plan alternatives in relation to trends, costs, social pressures and needs.
- Thoughtfully organize and creatively administer the functions of current and long-range recreation facility and program planning.
- Thoroughly evaluate program alternatives and make recommendations for improvements in recreation programs, facilities and service delivery.
- As Assistant Superintendent, provide comprehensive support to assure the successful and effective performance of all Division staff.
- Provide both oral and written communication that is easily understood and direct in its content.
- Listen effectively to understand thoroughly the intended message.
- Analyze pertinent data and provide meaningful reports pertaining to the operations of the Division.
- Establish and maintain effective, respectful, and productive working relationships.
- Negotiate effective and appropriate solutions to difficult conflicts.
- Set appropriate priorities while coordinating multiple facilities, programs and projects to meet community needs within the scope of the budget allowances while meeting critical deadlines.

**Equipment**

Computer, Microsoft Office applications, recreation program and facility management software system, asset management software system, miscellaneous office equipment and a

motor vehicle

**Training and Experience** (position requirements at entry)

- Bachelors Degree from an accredited college or university with a major in Parks and Recreation, Recreation Administration, Public Administration or closely related field. (Master's Degree Preferred)
- Increasingly responsible experience in recreation programming and service delivery, including youth, adult and families: at least five years
- Increasingly responsible experience in varied recreation facility operation and management: at least five years
- Increasingly responsible experience in leadership, management and administration: at least four years
- Experience supervising others: at least seven years
- Experience supervising unionized employees: at least four years (desired)

**Licensing Requirements** (position requirements at entry)

Valid driver's license.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The physical ability to walk, stand, stoop, bend, kneel, crouch, reach, pull, push, finger, feel, grasp, lift, talk, see, hear and perform repetitive motions.

The ability to safely operate a motor vehicle as incumbents may be subject to local travel. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting or standing position for extended periods of time.

Light Work: Exerting up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

**Description Prepared By**

Teresa Chaika, HR Manager 10-24-2011

PROMOTIONAL LINE:	APPOINTED
GRADE:	(EXEMPT)
LAST REVISION: 10-13-2011	Jayne Miller