

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

JOB DESCRIPTION RECREATION SUPERINTENDENT

Salary: \$74,148 - \$91,032
Location: North Highlands, California (Sacramento Area)
Closing Date: August 15, 2022

Description

Under the direction of the District Administrator, this position is considered a Division Manager with responsibilities that include overall administration of the Recreation Division. The position supervises three (3) full time employees and numerous part time staff, and is responsible for marketing, program planning, develops and administers the division budget, assists the Administrator with special projects, and researches and prepares grants. This is a salaried exempt management position.

Ideal Candidate

The ideal candidate must have knowledge of the philosophy, principals, and practices of public recreation programs and services. The ability to foster relationships with key partners and stakeholders is essential. The next Recreation Superintendent should be prepared to manage and participate in the implementation of goals, objectives, policies, and priorities for assigned programs; prepare and present complex verbal and written reports to the Board of Directors; establish and administer joint use agreements and affiliation agreements with other organizations such as school districts, local and state organizations and service clubs.

Duties and Responsibilities

1. Assumes management responsibility for assigned services and activities of the Recreation Division, including supervising and directing programs, events, activities and all other functions of the Division. This includes youth and adult sports, senior services, after school activities, holiday events, trips, camps, contract classes and other programs involving the supervision of contractors, instructors and others leaders in the planning of activities and special events.
2. Determines needs and interests of various age groups in the community and directs staff in the development of a comprehensive recreation program.
3. Prepares and administers the division's annual general fund budget.
4. Oversees the marketing of recreation programs and activities; supervises and participates in the design, preparation, and distribution of recreation publicity including activity guides, press releases, brochures, flyers and other district media releases.
5. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training, works with employees to correct deficiencies; implements discipline and termination procedures.

6. Oversees front desk operations, including the supervision and training of the Office Assistant.
7. Oversees the district's online computer registration system and acts as the liaison to the district's IT contractor. Maintains and oversees the district's website and information board.
8. Responsible for managing and implementing the district's scholarship program.
9. Attends and participates in professional group meetings; maintain awareness of new trends and developments in the field of recreation and leisure services; incorporates new developments as required.
10. Establishes a positive working relationship with district staff and the public.
11. Performs all related duties as required.

Desirable Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonably short period of time in order to successfully perform the assigned duties.

- Principals, practice philosophy and objectives of public recreation and leisure service programs.
- Program development, implementation and evaluation.
- Procedures for planning, implementing, and maintaining a wide variety of recreation and leisure activities and programs through community participation.
- Budget preparation and control.
- Principals of supervision, training, and performance evaluation.
- Techniques of assessing program needs.
- Modern office procedures, methods, and equipment including computers and supporting software.

Ability to:

- Oversee and participate in the management of a comprehensive recreation and leisure services program.
- Design, develop, and implement recreation and leisure programs suited to the needs of the community.
- Effectively present oral and written reports and presentations.
- Oversee, direct, and coordinate the work of lower level staff.
- Prepare and administer comprehensive program budgets, including revenue projections.
- Elicit community support for programs.
- Identify methods to maximize service effectiveness and efficiency.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualify. A typical way to obtain the knowledge and abilities would be:

- A Bachelor's degree from an accredited college or university with major course work in recreation, public administration, business administration, or related field.
- Five years of increasingly responsible recreation program administration experience that includes three years of administrative and/or supervisory responsibility.

License or Certificate

- Possession of a valid California Driver's License.
- Possession of a certification in standard first aid (or obtain within six months of hire date).

Job Working Requirements

This position may require working occasional evenings and weekends as required.

How to Apply

Submit a resume, cover letter, and a completed North Highlands Recreation and Park District application to Larry Mazzuca, District Administrator. larry@nhrrpd.org

Agency:	North Highlands Recreation and Park District
Apply to:	6040 Watt Avenue, North Highlands, CA 95660
Website:	Go to Website (https://www.nhrpd.org)
Contact Name:	Larry Mazzuca
Contact Email:	larry@nhrrpd.org
Phone:	916.332.7440