



Parks and Recreation Superintendent (Exempt)

Village of Hinsdale Parks & Recreation Department

Contact Name: Shelley Henn

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Closing Date:

Salary: DOQ - Salary Range is \$73,481 - \$108,752

Description:

Please visit our website: villageofhinsdale.org

POSITION: Parks & Recreation Superintendent

DATE: July 15, 2022

DEPARTMENT: Parks & Recreation

REPORTS TO: Assistant Village Manager

PAY GRADE: M104, \$73,481 - \$108,752

STARTING SALARY IS DEPENDENT UPON QUALIFICATIONS

FLSA STATUS: Exempt

Position Purpose:

Administers the activities and operations of Parks & Recreation.

Supervision Exercised:

Direct:

Recreation Supervisor

KLM Manager

Administrative Assistant

Aquatics Coordinator (seasonal)

Indirect:

Exercises supervision over all Parks & Recreation employees through subordinate supervisors

Job Duties:

Essential Functions:

- Plans, organizes and directs the operations and facilities of Parks & Recreation including the Katherine Legge Park which includes the Lodge, a historic mansion for special events, including weddings.

- Supervises subordinate personnel. Carries out supervisory responsibility in accordance with Village policies, procedures and applicable law. Assists in selecting new personnel. Provides leadership, training and instruction. Plans, coordinates, schedules, assigns and reviews works and maintains work standards. Approves leave and timesheets. Evaluates performance. Administers appropriate performance counseling and disciplinary action. Ensures maintenance of high customer service standards.
- Provides professional advice regarding Parks & Recreation activities to the Village Board, Committees, Commissions and other organizations. Prepares and oversees the preparation of staff reports and other correspondence on Parks & Recreation topics for the Village Board, Committees and Commission consideration, information and/or action. Makes presentations to the Village Board, Committees, Commissions, civic groups and the general public.
- Serves on the Gateway SRA as a Board Member. Attends all meetings.
- Oversees marketing, staffing, scheduling and supervision of all parks and recreation programs, personnel, facilities and services. Coordinates parks and recreation programs with affiliate organizations and local community organizations.
- Prepares departmental goals, budgets and reporting.
- Responsible for planning and development of all parklands and facilities. Oversees Comprehensive Park Master Plan. Works with Public Services staff on parkland and facility maintenance and special projects.
- Manages special event planning and operations. Works with other departments and community groups on special event operations.
- Attends Village Board, Parks & Recreation Commission and other meetings as required. Makes presentations and explains recommendations. Oversees the preparation of Commission meeting agendas as required.
- Interprets Village policies and develops and implements appropriate departmental rules, regulations and policies. Establishes record-keeping procedures, methods and standard operating procedures.
- Receives citizen complaints and requests. Responds to requests for information and assistance from citizens and outside agencies and organizations.
- Oversees the development and administration of the Parks & Recreation budget. Recommends budgetary adjustments as appropriate and necessary. Develops and manages long-range plans for facilities and infrastructure improvements.
- Oversees all Parks & Recreation purchasing. Reviews and approves the requisition of equipment, materials and supplies. Approves expenditures.
- Operates all tools and equipment needed to perform job duties while adhering to all safety rules and practices. Ensures adherence to safety standards by subordinate personnel. Reports all accidents and injuries according to Village policy and procedure. Completes all accident and worker's compensation forms as required.

Marginal Functions:

- Attend all public meetings as required.
- Attend and participate in professional group meetings. Stays abreast of new Parks & Recreation trends and innovations.
- Other duties as assigned.

Environmental Factors:

The work environment generally includes an office setting. The noise level is usually quiet. Occasionally required to be outdoors. May be subject to inclement weather conditions.

Physical Requirements:

Regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms and talk and hear. Occasionally required to stand; walk and stoop, kneel, crouch or crawl. May lift and/or move up to 25 pounds. Specific vision abilities include close vision, distance vision, depth and the ability to adjust focus.

Knowledge, Skills and Abilities:

- Considerable knowledge of the principles and practices of parks and recreation operations and programs.
- Considerable knowledge of federal, state and local law affecting parks and recreation operations.
- Knowledge of municipal administration and organization.
- Frequent contact with other Village employees, elected officials, community groups, affiliate organizations, vendors, local businesses, other government agencies and the public; must be able to communicate verbally, make presentations and demonstrate good customer relations.
- Ability to develop new creative recreation programs and special events.
- Ability to develop and oversee new marketing plans.
- Ability to provide supervision. Ability to influence, encourage, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to subordinate personnel.
- Frequently prepares written reports; must be able to communicate in writing.
- Excellent file maintenance and organization skills required.
- Ability to handle multiple tasks simultaneously and in a timely manner.
- Ability to learn, understand and adhere to all applicable safety precautions and procedures.

Position Requirements:

- A bachelor's degree from a recognized college or university in Parks & Recreation or a related field, at least 5 years of progressively responsible experience in related municipal services or park district.
- Moderate computer software skills required (Microsoft, publishing).
- CPRP and CPR First Aid certification required.