



## **Superintendent of Recreation**

### City of Palos Heights Parks & Recreation

**Contact Name:** Matt Fairbanks

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**Contact Phone:** 708-361-1807

**Closing Date:**

**Salary:** \$57,000 - \$70,000

#### **Description:**

The Superintendent of Recreation is responsible for overseeing all aspects of recreation programming and events; including the direct supervision of two full-time staff, permanent part-time staff and volunteers.

#### **Essential Job Functions:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- The Superintendent of Recreation must make decisions that accurately reflect the vision, mission, and values of the Palos Heights Parks & Recreation Department.
- Assists in the development, implementation, and management of goals and policies: develops department goals and objectives: establishes and implements administrative policies, rules, regulations, procedures, and guidelines.
- Develops and administers recreation programming operating budgets: approves and monitors expenditures in accordance with approved budgets and purchasing rules: Recommends capital improvements to the Director.
- Monitors recreation programs, and services: evaluates the efficiency and effectiveness of the service delivery methods and processes to ensure a sustainable recreation system that meets the needs of the community: identifies opportunities for improvement based on the best business and industry practices, and directs the implementation of changes.
- Advises the Director and provides recommendations on operational issues, and personnel matters. Provides direct supervision of both recreation managers, all permanent part-time staff and volunteers, advice and managerial/professional expertise. Ensures that programs and services being offered are responsive to the community. Assists program managers in evaluating needed programs, services, their appropriate fees and charges, and develops standards and performance measurements. Conducts performance evaluations for staff supervised.
- Coordinates department's activities; organizes and priorities workload; make work assignments, monitors status of work in progress and inspects completed work; troubleshoots problem situations.
- Coordinates and oversees immediate and long-range planning efforts to meet community needs for recreation programs, and personnel: conducts community-wide surveys, studies, research, and

technical investigations for planning purposes.

- Identifies recreation needs in the community, involving the community and creating community support in the process; develops effective partnerships and sponsorships with community organizations.
- Responds to internal and external customer questions and complaints related to programming; researches problems and initiates problem resolution.
- Oversees the department's comprehensive marketing and promotional strategies, in consultation with the Program Managers and Superintendent of Facilities.
- Oversees and administers department's information services, such as advertisements, brochures, flyers, newsletters and website, involving preparation, design and layout.
- Develops and administers all eMarketing efforts and social media.
- Maintains comprehensive, current knowledge and awareness of applicable laws and regulations; maintains awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshop and training sessions as appropriate.
- Oversees the planning, development and administration of the seasonal farmers markets
- Leads July 3rd events committee with city staff and organizations. Plans and coordinates the recreation department's contributions to the events.
- Completes special projects as needed or assigned by the Director of Parks & Recreation.

Qualifications:

Bachelor's degree in parks and recreation, public administration, business, or a closely related field, Master's degree preferred. Minimum of five (5) years' supervisory experience that includes progressive responsibility in parks and recreation management or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills and abilities for this position.. CPRP preferred or ability to obtain within twelve (12) months of hiring. Must be well organized, creative, possess a positive attitude, good problem solver, and have the ability to multi-task. Must possess and maintain a valid Illinois driver's license.

Applications:

Please send your resume, cover letter and 3-5 references with contact information to Director of Parks and Recreation, Matt Fairbanks at [mfairbanks@palosheights.org](mailto:mfairbanks@palosheights.org).