



Parks Business & Technology Superintendent City of Wentzville

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Closing Date: 2024-11-30

Salary: \$88,050 - \$95,387

Description:

The City of Wentzville, Missouri is seeking a dynamic and experienced Parks Business & Technology Superintendent to lead and oversee the daily operations of our Administration Division. This pivotal role requires a skilled professional who can effectively manage complex administrative functions, supervise a dedicated team, and contribute to the overall success of our Parks and Recreation Department.

Key Responsibilities:

Strategic Leadership: Develop and implement strategic plans to enhance the efficiency and effectiveness of the Administration Division.

Team Management: Recruit, hire, train, and supervise a team of administrative professionals to ensure optimal performance and productivity.

Operational Oversight: Oversee the division's day-to-day operations, including administrative support, customer service, marketing, and communications.

Financial Management: Manage the division's budget and ensure fiscal responsibility.

Community Engagement: Foster strong relationships with community members, stakeholders, and other city departments to promote the division's goals and objectives.

Project Management: Lead and manage various projects, including event planning, program development, and facility management.

Policy and Procedure Development: Develop and implement policies and procedures to ensure compliance with city regulations and industry best practices.

The City of Wentzville is committed to being an employer of choice, offering prosperous and meaningful career opportunities and flexibility. The City offers excellent benefits, including health, vision, dental, employer-paid life insurance, long-term disability, a retirement pension, 13 paid holidays, 2 personal days, vacation time, sick time, tuition reimbursement, an employee assistance program, a discounted recreation center membership and much more.

Full Salary Range: \$88,050-\$119,845

This job posting will remain open until a sufficient number of qualified applicants are received.