



Superintendent of Parks and Golf Courses

Johnson County, Kansas, Park and Recreation District

Contact Name: Rosetta Hill

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Closing Date:

Salary: \$51.62 per hour - \$77.43 per hour

Description:

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Provides the leadership, management and vision for the Parks & Golf Courses Division necessary to achieve the agency's goals and objectives and as directed by the Executive Director and the JCPRD Board of Commissioners, including the management of divisional staff. Recruits, hires, trains, motivates, and disciplines direct reports.
- Ensures the sound financial status of the Parks & Golf Courses Division through the delivery of both General Fund supported services and Enterprise Fund supported programs. Develops and monitors all cost center budgets within the division.
- Guides the establishment of and approves processes and procedures to ensure the successful operation and maintenance of JCPRD owned parks, trails, and facilities. Negotiates and acquires park land within approved agency guidelines for park and streamway trail system expansion. Monitors golf course program selection, development, promotion, and participation.
- Determines the strategic direction of the division with overall JCPRD and Johnson County goals in mind. Effectively communicates strategies internally and externally. Creates a culture to support strategies and provides mechanisms to implement them. Fosters buy-in and commitment with key stakeholders.

- Prepares information and advises the JCPRD Board monthly on items falling within this division's purview.
- **Supervisory Responsibilities:**

Yes | This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

- **First review of applications will be scheduled for Wednesday, March 19th, 2025.**
- **A special publication about this position has been created and can be access through the link below:**

<https://www.jcprd.com/2146/About-this-Position>

- ***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

Job Requirements:

- Bachelor's degree in Natural Resources, Forestry, Park and Recreation, Administration or related field.
- Ten years of relevant experience at a progressive park and recreation department or related agency.
- Three years experience in parks and /or golf course operations.
- Five years leading, directing, supervising or coordinating the work of others.
- Required Driver's License Check.

Special Knowledge, Skills and Abilities:

- Attention to details.
- Analytical skills, including research skills, ability to interpret data, ability to conceptualize, ability to analyze information, and ability to write formal recommendations based on findings.
- Basic mathematical and accounting skills.
- Budget-related skills, including advanced accounting, math, and statistics skills.
- Computer software - (specify): Microsoft Office - Word, Excel, PowerPoint, Outlook.
- Keyboard ability.
- Human Relations/Interpersonal skills.
- Written communication skills, including business writing, report writing, summarizing, and editing skills.
- Oral communication skills, including presentations to: Individuals, small groups and large groups.
- Ability to maintain confidentiality.
- Facilitation skills, including curriculum/agenda development, marketing skills, ability to help groups focus, ability to use group decision making to gain commitment, and/or ability to encourage participation.
- Project management skills, including organization, coordination of duties, and/or accomplishment of goals.
- Leadership and supervisory skills, including motivation, delegation of duties, evaluation, strategic planning skills, goal setting skills, assessment skills, collaboration skills, and complex decision-making skills.
- Working knowledge of public sector administration.

Preferred Requirements:

- Master's Degree in the following study: Public Administration, Business Administration or related field.
- National Recreation and Park Association - Certified Park and Recreation Professional.
- National Recreation and Park Association - Certified Park and Recreation Executive.

Physical, Environmental and Special Working Conditions:

- Excessive standing and/or walking (specify percentage of time): 5%
- Lifting (weight) (specify): 25 lbs.
- Weather essential job (please clarify). Department Essential.
- All County employees may be called upon to assist other departments in a declared emergency situation.
- Travel required (specify percentage of time): 5% local, 5% outside of Johnson County.

JCPRD requires reference/background screening for all positions. Specified criteria may vary by Department.

Please apply directly on our job website, JCPRD.com