

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	District Superintendent		
<b>Job Code:</b>	MG1231	<b>Job Family:</b>	Management
<b>Pay Grade</b>	613	<b>Date Reviewed:</b>	07/08/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Directs, manages, supervises and coordinates the activities and operations of assigned district within the Parks/Community Services department. Provides basic design services for small capital improvement projects; oversees small park capital construction activities and trade maintenance; coordinates assigned activities with other divisions, departments and outside agencies; and provides complex administrative support to the Assistant Director of Parks/Community Services.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Assumes management responsibility for assigned district as it relates to park trades maintenance, small capital improvement construction, community center programming, as well as other collaborative initiatives generated by the department, agencies and citizens.
3. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures; and initiates collaborative events and programs with other agencies and organizations.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned city service programs, service delivery methods and procedures; and works with employees on the continuous improvement of city services.
5. Supervises building and field rentals; oversees trades maintenance and construction of small capital improvement projects; and oversees building and facility maintenance within assigned district.
6. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements adjustments.

7. Serves as the liaison for assigned district with other divisions, departments and outside agencies. Negotiates and resolves sensitive and controversial issues.
8. Responds to internal and external customer and citizen inquiries. Meets with community groups to discuss park maintenance issues; provides support for a variety of park events; and resolves customer complaints.
9. Serves as staff on a variety of boards, commissions and committees; prepares and presents administrative, statistical, activity reports and other necessary correspondence; and provides staff assistance to the Assistant Director of Parks/Community Services and/or Capital Projects/Infrastructure manager.
10. Conducts a variety of organizational studies, investigations and operational studies. Recommends modifications to recreational programs, policies and procedures as appropriate.
11. Supervises promotional and marketing activities for the district; and maintains community interest and support of district programs and other projects.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
14. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles of park design and construction.
  - Operational characteristics, services and activities of a community recreation program.
  - Principles and practices of park maintenance and management.
  - Industry standard grounds maintenance practices, construction and design of public parks and facilities.
  - Workplace safety procedures, risk management and reporting procedures.
  - Field and court specifications as well as rules and regulations of sports.
  - Principles and practices of program development and administration.
  - Methods and techniques of marketing and promotions.
  - City department policies.
  - City ordinances related to parks and public use areas.
  - Principles and practices of municipal budget preparation and administration.
  - Principles of supervision, training and performance evaluation.
  - Personnel Rules and Regulations.
  - Park and recreation maintenance equipment and chemicals.
  - Fiscal management and purchasing procedures.
  - Grant regulations or other requirements of funding source.
  - Basic accounting principles.

- Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
  - Customer service.
  - Organization and time management.
  - Mathematics.
  - Analysis.
  - Interpersonal relations.
  - Problem solving and conflict resolution.
  - Computers and applicable software.
  - Public speaking.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Oversee and participate in the management of a comprehensive community recreation program.
  - Oversee, direct and coordinate the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Participate in the development and administration of division goals, objectives and procedures.
  - Prepare and administer large program budgets.
  - Create comprehensive strategic planning strategies.
  - Conduct market research.
  - Analyze demographic data to assist in program development.
  - 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.
  - Research, analyze and evaluate new methods and techniques.
  - Interpret and apply Federal, State and local policies, laws and regulations.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in Park and Recreation Administration, Recreation, Business Management, Park Management, Landscape Architecture or a related field and five years of increasingly responsible experience in park operation, landscape architectural design of small park capital projects, community recreational programming, including two years of administrative and supervisory responsibility.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.