

# City of Iowa City

## EXTERNAL POSITION VACANCY ANNOUNCEMENT

February 4, 2010

### RECREATION SUPERINTENDENT

#### Parks & Recreation Department - Recreation Division

Salary: \$64,188.80 - \$99,756.80

One permanent full-time position available

Hours: Monday – Friday, 8AM – 5PM

Organizes, directs and supervises City-sponsored recreational programming. Coordinates the provision of leisure skills and recreational services for the general public. Directly supervises seven employees, plus others on occasion. Indirectly responsible for an additional nine permanent employees and approximately 400-600 temporary employees. Prepares and administers annual budget for the Division. Monitors expenditures during the year and makes recommendations for budget modifications or additional funds. Performs budgetary responsibilities including preparing, documenting, amending and monitoring of Division budget; prepares and administers CIP and capital outlay activities and oversees contract administration; writes grant applications; recommends program fees and charges. Represents Division to outside agencies and general public; monitors public service announcements; monitors activities and relationships of outside organizations and other City departments with Division; coordinates all use of recreation facilities by City programs and community groups. Plans, prepares, produces and disseminates Division program brochures to general public and school children. Interviews and selects staff; trains and supervises selected employees; conducts performance appraisals; approves Division personnel actions; takes disciplinary action as needed; recommends wage scales. Determines City recreational facility maintenance needs, and schedules preventative and ongoing maintenance functions. Develops, maintains and coordinates policies for operation of Division. Listens and responds to complaints, suggestions and ideas from the general public regarding Division activities. Attends meetings of and provides information to Park and Recreation Commission. Functions as liaison to youth sports organizations on monthly basis. Performs as Acting Director of Parks and Recreation in Director's absence. Performs other related duties as assigned.

#### **Minimum education, experience and certification**

Bachelor's degree in recreation administration or a related field from a DOE recognized accreditation body required. A minimum of six years of responsible supervisory experience in community recreation required. Valid Iowa driver's license with satisfactory driving record required. Must become a Certified Parks and Recreation Professional within one year of hire. Must pass a background check.

**City of Iowa City application** must be received by **5PM, Friday, March 5, 2010**, in Personnel, 410 E. Washington Street, Iowa City, Iowa 52240. **It is anticipated that interviews will take place in late April.**

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired will be required to provide verification of identity and employment eligibility per provisions of the Act.

The City of Iowa City is an equal opportunity employer, supports workforce diversity and is a supporter of the Skills Advantage Work Ready Certificate program.

**City employees applying for this position must complete an internal employee transfer request form. Please request this form when applying.**

For Current Job Openings Available to the Public:  
Call **JOBLINE** at **319-356-5021** or visit **www.icgov.org**