

## CITY OF IOWA CITY - Job Description

Job Class #27-25

FLSA Exempt  
Civil Service

### Identification

**Position Title:** Assistant Recreation Superintendent  
**Department:** Parks and Recreation  
**Division:** Recreation  
**Supervisor:** Superintendent of Recreation

### Job Summary

Assists with organizing, directing and supervising the operational, financial and personnel activities involved in the provision of recreation programs, events, services and facilities.

### Job Scope

Directly or indirectly supervises divisional staff, volunteers and work groups. Implements one primary area of Recreation Programming. Assists in the development of the budget and makes recommendations for purchases, capital items or additional employees during the annual budget process. Monitors expenditures during the year.

### Essential Job Duties and Responsibilities

**Supervises** Customer Service staff and operations at Recreation Centers and City Park Pool.

**Assists** in estimating and coordinating labor, equipment and materials for the recreation programs, aquatics and Recreation Center operations.

**Plans, assigns and reviews** the work of staff in the provision of recreation programs, events, services and facilities.

**Monitors** equipment conditions and **coordinates** repair activities.

**Assists** in the development of budget requests and division goals.

**Monitors** budget expenditures.

**Participates** in the interview, selection and evaluation of support staff for the Recreation division.

**Investigates** misconduct and **recommends** action to be taken.

**Assists** in issuing the required press releases for the Recreation division.

**Orders** and **coordinates** the payment of various supplies within budget.

**Accesses** appropriate computer software, including word processing, email and calendar software.

**Assists** with overseeing inter-division/department coordination.

**Listens** and **responds** to complaints, suggestions and ideas from the general public regarding division activities.

**Monitors** completion of job assignments to **ensure** compliance with standards and instructions and **revises** instructions and time frames as necessary.

**Performs** staff evaluations and **reviews** division safety checklist for each member and **completes** incident reports for on-the-job incidents/injuries.

**Participates** in planning of new recreation facilities, including plans related to design layout and equipment.

**Assists** in directing and supervising the implementation and maintenance of all sectors of the division.

**Assists** with oversight and scheduling of various contracts and contracted work within the division and **serves** as department liaison to assigned construction projects.

**Serves** as acting Recreation Superintendent when assigned.

**Compiles** and **monitors** on-going safety related agenda and issues for monthly meetings as well as required certifications and compliance to OSHA regulations.

**Conducts** self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

**Performs** all other related duties as assigned.

### **Physical and Environmental Conditions**

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals and vibration.

The noise level in the work environment is usually loud.

**Minimum Education, Experience and Certification**

Bachelor's degree in Recreation Management or closely related field from an educational institution accredited by a DOE recognized accreditation body and five years of progressively responsible experience in recreation programming. Or equivalent combination of education and experience. Valid driver's license with satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

**Preferred Education, Experience and Certification**

Certified Parks and Recreation Professional preferred.

**Knowledge, Skills, and Abilities**

Knowledge of park and community resources and the administration of principles, techniques, and methods of providing recreation programs. Skills in effective oral and written communication. Skills in planning, implementation, and technical knowledge of recreation program and facility management and maintaining positive public relations. Ability to make analytical decisions based on department policy statements. Ability to read and understand technical materials, reports and journals. Ability to use a computer

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*