

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Recreation Superintendent**  
Parks & Recreation Department

**GENERAL STATEMENT OF JOB**

Under limited direction, plans, directs, develops, promotes and supervises the various functions of the Recreation Division to effectively meet the recreation needs of the City of Dunedin. Scope of responsibility includes the Dunedin Community Center, Hale Senior Activity Center, Highlander Pool & Kiwanis Sprayground, Martin Luther King, Jr. Recreation Center, Stirling Park & Driving Range, Athletics, Registration, Special Events and Youth Services. Ensures that City policies and procedures are followed at all times to reduce liability to the City through supervision and training of staff members. Serves as Acting Parks & Recreation Director in Director's absence in conjunction with Parks Superintendent. Performs related professional, supervisory and administrative work as directed. Reports to the Director of Parks & Recreation.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.***

Supervises division professional and supervisory personnel. Supervisory duties include instructing, assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending and approving disciplinary action, employee transfers, promotions and discharge.

Determines project tasks for the division, and monitors the progress of all activities to ensure that resources are efficiently used and that projects stay on schedule.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Directs and executes special projects as assigned.

Develops Division budgets. Monitors all revenue and expenditures in areas of supervision. Works with administrative team to develop strategic plans, capital improvement projects, timelines and project management.

Develops and implements Department policies and procedures.

Recruits, hires, on-boards and trains personnel. Develops and plans training and staff development.

Receives and responds to inquiries, concerns and complaints on behalf of the Director. Conducts investigations as warranted, including on-site inspections.

Serves as staff liaison to various committees and boards. Participates on special committees as required; participates in professional organizations as appropriate.

Coordinates programs and activities with other City departments, City Commission, advisory boards, agencies, community organizations and the public as appropriate.

Assists in the development of publicity materials, website and social media strategies for effective program and activity marketing.

Administers and monitors contracts and manages Dunedin for Youth Scholarship Fund.

May research, identify, and analyze potential sources of grants, submit grant applications, manages the grant until completion.

Ensures compliance with all applicable City policies, procedures and safety regulations including maintenance of recreation facilities through periodic inspections.

### **ADDITIONAL JOB FUNCTIONS**

Performs routine administrative/office work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, conducting and attending meetings, entering computer data, etc.

Compiles data for and prepares required records and routine, statistical and/or technical reports.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's Degree in Parks & Recreation Administration or a field related to the department to which assigned. Five (5) years professional level experience, preferably in a managerial capacity within the department to which assigned.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

### **SPECIAL REQUIREMENTS**

Must possess a valid Florida driver's license.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Recreation Superintendent. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to plan detailed and complex programs and activities and implement same. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Is able to make sound, educated decisions. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components. Is able to perform employee evaluations and to make recommendations based on results. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of budgets, and knows how to prepare and monitor budgets.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Is able to coordinate department activities with other City and County departments in order to accomplish goals and complete projects. Is able to train, assist, motivate and provide leadership to a diverse group of employees. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

**Equipment, Machinery, Tools and Materials Utilization:** Has knowledge of and skill in

the use of modern office equipment, including computers. Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, two-way radio.

**Verbal Aptitude:** Requires the ability to use a variety of reference, descriptive, and/or advisory data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; may require the ability to perform mathematical operations with fractions.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units. Has thorough knowledge of the principles, theories, practices and methodologies of parks and recreation planning and administration. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi- skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified*

*individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
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Director of Parks & Recreation

7/31/24  
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Date