

ASSISTANT PARKS SUPERINTENDENT

CLASS DESCRIPTION

General Responsibilities:

This is highly responsible managerial, administrative, and professional work assisting in the administration and operations of the City of Madison Parks Division. Under the general supervision of the Parks Superintendent, work includes managing and controlling the daily supervision of the operations and service field units in the Division and requires conferring with, advising, and informing the Superintendent on major policy and procedural areas affecting the Division. Work is performed under broad management policy and requires considerable independent judgment and discretion in supervising, directing, and controlling the operational activities in assigned areas of responsibility. This position will act on behalf of the Parks Superintendent and the Parks Division during absences of the Parks Superintendent and as specifically delegated in order to provide for continuity of services.

Examples of Duties and Responsibilities:

Review, implement, and enforce policies and procedures necessary for the effective management and operation of the City of Madison Parks Division. Assist in planning, designing, and recommending to the Superintendent policies and procedures as required to meet changing conditions. Develop and implement accurate operational, cost control, feedback standards and procedures, and related reporting systems. Assist the Superintendent in planning, developing and implementing goals, objectives, and scheduling plans. Work with the Parks Superintendent and other Division managers to respond to Division problems and issues. Assist the Parks Superintendent with various special or administrative projects as needed. Prepare reports and make recommendations relating to Parks Division activities, policies and/or procedures. Serve as a member of the Emergency Management Team. Serve as Parks Superintendent as directed.

Oversee divisional personnel management activities. Coordinate and/or perform such activities as labor contract administration, grievance resolution, discipline and terminations, Affirmative Action and Americans with Disabilities plan development and implementation, vacancy review and filling, administering applicable Administrative Procedures (e.g., Commercial Driver's License requirements, drug and alcohol use and testing, family leave, workplace violence, etc.). Develop and implement an annual training plan and organize and coordinate training activities. Maintain communications and effective relationships with the Human Resources Department relating to all areas of their responsibility.

Coordinate and supervise the planning and preparation of the Division's Capital Budget and the Operating Budget. Assist the Superintendent in directing the fiscal management of the Parks Division. Coordinate overall financial planning for the Parks Division.

Represent diverse Parks interests, programs, services, and events in the media, and with community and other groups. Supervise the development and coordination of the activities related to the Parks Commission, Common Council, and the Mayor. Coordinate messages and responses for the Report a Problem system. Assist the Superintendent with promotion of Parks activities and events. Attend meetings of neighborhood groups and other groups as required to address Parks Division activities and events.

Perform the work of the assigned area of responsibility.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of relevant parks and recreation program administration, organization, management and planning theories, policies, practices and techniques. Thorough knowledge of related public and business administration principles and practices relative to financial management and customer-focused program development and administration. Working knowledge of relevant State and Federal laws, rules and regulations. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Working knowledge of budgeting and program administration principles and practices. Working knowledge of and ability to use computer software applicable to the duties of the position. Ability to manage a wide variety of parks programs, activities and facilities. Ability to develop and maintain effective division policies, practices, and standards within public policy parameters. Ability to provide leadership in the development and implementation of public works planning efforts incorporating appropriate citizen and public policy boards' and commissions' involvement. Ability to oversee the implementation of effective business procedures in enterprise operations. Ability to develop and justify budgetary requests and control budget expenditures. Ability to hire, train, assign, evaluate and discipline employees. Ability to supervise and review the work of lower-level professional, paraprofessional and technical staff. Ability to manage personnel both directly and through subordinate supervisors. Ability to establish and maintain effective working and public relationships and to represent Parks interests in a wide variety of venues. Ability to communicate effectively both orally and in writing and to speak persuasively before diverse groups. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

4 years of professional Parks Division experience in managing a unit such as operations, facilities management, planning, administration, or finance, including at least two years which involved supervision of lower-level staff. Such experience will normally be gained after graduation from an accredited college or university with a degree in Parks Administration, Parks Management, landscape architecture, civil engineering, architecture or a closely related field. Possession of a Master's degree in public administration, Parks

Management, or a related field may be substituted for 2 years of professional management experience, but would still require 2 years of supervisory experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

The incumbent will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

Department/Division	Comp. Group	Range
Parks	18	

Approved: _____
Brad Wirtz
Human Resources Director

Date