

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: TBD

2. Class Title (i.e. payroll title):

Assistant Parks Superintendent

3. Working Title (if any):

Assistant Superintendent of Planning, Development, and Administration

4. Name & Class of First-Line Supervisor:

Eric Knepp – Parks Superintendent

Work Phone: 1 (608) 266-4207

5. Department, Division & Section:

Public Works, Parks Division, Administration

6. Work Address:

210 Martin Luther King Jr. Blvd. Room 104

7. Hours/Week: 38.75 + additional hours as required.

Start time: 8:30 a.m. End time: 5:00 p.m.

8. Date of hire in this position:

TBD

9. From approximately what date has employee performed the work currently assigned:

N/A

10. Position Summary:

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, manages large portions of the payroll, personnel and employee relations functions of 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.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 55% A. Plan, direct, and oversee the efficient and effective management of Parks Planning, Development, and Administration branch through subordinate managers and supervisors.
1. Oversee and direct the daily operations of the Parks Division's Planning, Development, and Administration branch including: park planning; park development; accounting; budgeting; payroll; purchasing; and information technology services.
 2. Oversee the hiring, training, supervision, evaluation, and performance improvement of all staff in the Planning, Development, and Administration branch of the Parks Division both directly and through subordinate managers and supervisors.
 3. Effectively recommend to the Superintendent organizational and policy changes to the Planning, Development, and Administration branch of the Parks Division to ensure a Division that is proactively meeting community needs and changing conditions.
 4. Oversee the formulation, development, adoption, implementation and evaluation of Parks Division Operating and Capital budgets for the Parks Division.
 5. Oversee, directly and through subordinate staff, the successful policy development and legislative agenda related to the Parks Division for the Long Range Planning Subcommittee, Community Gardens Subcommittee; Board of Estimates; Plan Commission; Parks Commission; and other ad-hoc committees.
 6. Act as one of the Division's Appointed Authority for approval of purchase requisitions, personnel certification requests, and payroll.
 7. Oversee the formulation, development, adoption and implementation of Parks Accounting, Purchasing and Budgeting Handbook.
 8. Develop, implement and maintain operational standards for the branch.
 9. Oversee the formulation, development and implementation of the Parks Impact Fee program including the facility needs assessment.
 10. Oversee the authorization, negotiation, execution, and acquisition of land, easements and other real estate transactions on behalf of the Parks Division.
 11. Oversee the development and implementation of the Park and Open Space Plan.
 12. Oversee the effective planning and development for park property throughout the City of Madison.
 13. Maintain communications and effective relationships with the Attorney's Office, Human Resources, Finance Department, and Information Technology Department.
- 30% B. Develop, review, implement, and enforce policies and procedures necessary for the effective management and operation of the City of Madison Parks Division.
1. Assist in planning, designing, and recommending to the Superintendent policies and procedures as required to meet changing conditions.
 2. Assist the Superintendent in planning, developing and implementing goals, objectives, work, and scheduling plans.
 3. Work with the Parks Superintendent and other Division staff to respond to Division problems and issues.
 4. Prepare reports and make recommendations relating to Parks Division activities, policies and/or procedures as assigned by the Parks Superintendent.
 5. Develop, implement and maintain the Parks Division's Strategic Plan and the Division's Work Plan incorporating equity evaluation tools and standards into both.
 6. Serve as an alternate member of the City's Emergency Management Team as required.
 7. Serve as a member of the Department Division Head Staff Team.
 8. Serve on the Parks Division Executive Management Team.
 9. Serve as co-chair of the Parks Neighborhood Resource Staff Team.
 10. Serve as the Parks representative on the Development Assistance Team.
 11. Review legislative actions from the City, County, State, and Federal levels for applicability to the Parks Division. Assist the City in preparing relevant information related to communicating with other units of government to ensure the most positive outcome for the City of Madison.
 12. Assist the Parks Superintendent with various special or administrative projects as needed.
 13. Serve as Parks Superintendent as directed.

- 10% C. Represent diverse Parks interests, programs, services, and events in the media, and with community, neighborhood, and other groups.
 - 1. Supervise the development, coordination, and communication of Parks activities related to the policy making bodies such as the Parks Commission, subcommittees, Common Council, and the Mayor.
 - 2. Assist the Superintendent with promotion and marketing of Parks activities and events.
 - 3. Attend meetings of neighborhood associations and other groups as required to address Parks Division activities and events.
 - 4. Maintain situational awareness of the active political environment City-wide.
 - 5. Coordinate and collaborate with Alders, the Mayor's Office, and other City agencies on Parks related matters.

- 5% D. Assist the Superintendent in planning, directing, and overseeing of the human resources and employee relations for all Division staff.
 - 1. Assist in the development, documentation, and maintenance of standards for the hiring, training, supervision, evaluation, and performance improvement of all Division staff.
 - 2. Assist in coordination of employee training, development, and engagement initiatives. Ensure branch representation and support of Division wide work groups, staff teams, and communication plans that foster a culture of engagement and continuous improvement in the workplace.
 - 3. Develop, implement and maintain the Parks Division's Equity and Affirmative Action Plan related to staffing. Establish benchmarks and goals to ensure continued progress.
 - 4. Assist the Superintendent in managing all employee relations and staff teams that ensure a workplace that fosters employee engagement.
 - 5. Through subordinate staff, provide administrative support and oversight to the Division's human resources and employee relations processes, programs and initiatives.

12. Primary knowledge, skills and abilities required:

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.

13. Special tools and equipment required:

N/A

14. Required licenses and/or registration:

Valid Driver's License or ability to meet the transportation needs of the position.

15. Physical requirements:

The incumbent will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends. Ability to work for extended periods of time in both office and field conditions including occasional inclement weather.

16. Supervision received (level and type):

Supervised by Eric Knepp, Parks Division Superintendant. General Supervision

17. Leadership Responsibilities:

- This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
- has no leadership responsibility.
- provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

N/A

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.