



CITY OF PAWTUCKET

Job Description

Job Title: SUPERINTENDENT OF PARKS AND RECREATION
Department: PARKS AND RECREATION
Reports To: DIRECTOR OF PUBLIC WORKS
Pay Grade: 14T
Prepared By: AG/sr
Prepared Date: JULY 2000
Approved By: JEC
Approved Date: JANUARY 2001

SUMMARY

Administrates all operations of the Parks and Recreation Division of the City of Pawtucket

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following:

Responding to constituent concerns

Authorizing all revenue and expense forms

Monitoring operations of Parks and Recreation Divisions

Monitoring high school and youth sports games on fields and ice rink

Administrating Parks and Recreation bond accounts

Administrating ten trust and agency accounts

Reviewing and authorizing payroll

Composing weekend work details (April – December)

Attending monthly R.I.R.P.A. meetings

Attending monthly Parks Commission meetings

Attending monthly Youth Hockey meetings

Attending monthly Recreation Resource Review Committee meetings

Administrating Summer Food Service Program (May – August)

Monitoring Arts in the Park Concert Series (July – August)

Coordinating special events with supervisors

Attending meetings for leagues and other recreation groups

Occasionally give speeches

Applying for grants

Promoting bond issues

Composing portions of the seasonal carousel booklet

Administrating and coordinating Tree in Memorial program (February – April)

Monitoring adult and youth tennis leagues and lessons (June – August)

Administrating veterans pool (July – August)

Preparing annual budget for Parks and Recreation division

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Must be computer literate.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Drivers' License

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate.