

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Parks and Recreation Superintendent  
**DEPARTMENT:** Parks and Recreation  
**FLSA STATUS:** Exempt

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**GENERAL PURPOSE:**

Performs manager level work in the support of the Parks and Recreation department. Plans and implements defined functions or phases of the recreation, park, athletic, and fitness programs for the City. Position typically manages a team of employees and schedules the on-going work activities of a function to provide for optimum efficiency and productivity. Position requires an advanced understanding and wide application of principles, theories, and concepts in assigned function or business area.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises staff, including scheduling, assigning tasks and projects, reviewing work and assisting staff with prioritization and completion of assignments, approving leave and overtime requests
- Prioritizes and assigns tasks and projects, coaches and mentors staff, providing opportunities for growth through work assignments and training, interviewing, recommending new hires and promotions, mentors work, develops staff skills, meets regularly with staff to discuss and resolve workload and technical issues.
- Manages all phases of the assigned district budget including annual preparation, justification, and approval/disapproval of all expenditures as required
- Manages athletics, recreation, fitness, and park programs and special events and approves or disapproves activities and programs
- Communicates with internal and external customers, immediate staff, department staff, other city departments, city officials, residents, local municipalities, local businesses, special activity instructors, league representatives, and contractors
- Completes and/or composes department analysis, proposals, and reports, participates in developing contracts/agreements, and making the selection of contractors
- Completes financial reports as required for review, projections, and overall program costs
- Conducts research and analysis of needs for programs and works with staff on program design, content, and delivery
- Ensures compliance with all City and department policies and procedures, the Civil Service Code, and administrative orders

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- Evaluates employee performance, prepares annual employee performance plans, makes recommendations for career development and recommends and issues disciplinary actions as needed
- Identifies gaps in program services, eliminates duplications of services, and seeks to remedy any program competitiveness
- Handles requests and resolves issues regarding buildings and parks
- Responds to and resolves citizen inquiries and complaints
- Assists the Director with the development of short and long term goals and objectives
- Performs other duties as assigned and/or required

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in business administration, recreation/physical education, leisure services or related field; supplemented by six (6) or more years' experience in the planning and implementation of recreation, fitness and parks programs, athletics, and supervision and evaluation of staff and facilities.

Must have a Florida driver license Class E and current cardiopulmonary resuscitation (CPR) Certification. Automated external defibrillator (AED) certification, fitness certification (ACSM, NSCA, ACE) and playground Safety Certification (CPRP) are preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of parks and recreations and fitness principles and operations
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to multi-task, assign, and prioritize assignments within the department
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to delegate, manage, and supervise effectively
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule including evenings, weekends, and holidays

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, and pushing and/or pulling of objects and materials of light weight (up to 80 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing.

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Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date