

**PARK & RECREATION / CEMETERY DEPARTMENTS**  
**ASSISTANT PARK, RECREATION & CEMETERY DIRECTOR**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**SUMMARY DESCRIPTION**

Under the direction of both the Park and Recreation Director and the Cemetery Superintendent, coordinates and assists with grounds keeping, maintenance and repair of all park and cemetery properties, equipment and vehicles, including but not limited to McKinley Park, Rainbow Park, the Corner Parks, Taylor Park, Hurley Creek, Sears Complex, Graceland Cemetery and all outdoor athletic areas, ball fields and facilities. Also plans, develops and implements a full and varied recreation program. This is a working supervisor position.

**QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

**Duties:**

- Assists the Director in providing a broad-based park and recreation program; functions as Director in his/her absence.
- Develops, plans, conducts and improves new and existing recreation programs and activities. Recommends improvements in practices, policies and procedures to increase Department effectiveness and efficiency. Must be knowledgeable of basic principles of recreation programming and planning.
- Acquires and maintains program equipment and supplies. Identifies needs, performs periodic inventory and advises supervisor of needs for new replacement items.
- Assists in administration of programs; completes assigned surveys, studies and special projects; compiles programs statistics and data; performs cost analyses on all programs and activities; keeps attendance; participation data. Assists in preparing Director's Report, Financial Report and Annual Report as needed.
- Responsible for planning, registration, scheduling and play of all City league sports programs and activities. Monitors leagues, handles problems and maintains records and other program information.
- Assist with hiring/firing, trains, evaluates and schedules part-time park, recreation and cemetery staff, i.e. recreation assistants, gym supervisors, T-Ball coaches, swimming pool staff. Ensures programs and activities are properly staffed and supervised.
- Directs and administers swimming pool operations; functions as aquatics manager as needed. Responsible for lessons, staff training, financial functions, safety and all related aquatic functions and activities.
- Routinely inspects conditions and maintenance of equipment and facilities for safety, serviceability and cleanliness. Takes action to correct discrepancies.
- Assists with preparation and maintenance of grave sites.
- Assists with Animal Control duties.
- Must exercise independent judgment and initiative and should be able to handle tasks with integrity and with a minimum degree of supervision, when required.
- ***Must be able to work weekends and evenings, with or without notice, and assist other***

*departments as needed.*

## **EDUCATION & EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education/Training:**
- BA/BS in a Park or Recreation-related field is preferable, though not necessarily required.
- **Experience:**
  - Experience in turf management is a plus.
  - Mechanical aptitude.
  - Experience in operating a variety of equipment, including backhoe, dump truck, tractors, mowers and skid loader a plus.
- **Licenses/Certificates/Special Requirements:**
  - Certified in First Aid and CPR.
  - Certified Red Cross Lifeguard, Red Cross WSI preferred.
  - Valid Iowa Driver's License and proof of Liability Insurance.
  - Class "B" CDL w/Air Brake Endorsement must be obtained within six (6) months of hire and kept current.
  - Non-Commercial Pesticide Applicators Certificate
  - Pass Post Job Offer Drug Screen and Physical
- **Competencies:**
  - Excellent written and oral communication skills
  - Customer focus
  - Dependability
  - Managing/resolving conflict
  - Problem solving/Issue Analysis
  - Productivity
  - Teamwork
  - Interest in Continuing Education Training
- **Skills & Abilities:**
  - Using hands to lift, carry or pull objects that may be heavy
  - Understand simple instructions
  - Work outdoors in all kinds of weather
  - Learn simple procedures and techniques
  - Perform routine work or the same task over and over again

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:**

Standard office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls

after hours including evenings and weekends.

- **Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to walk, stand and sit for long periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; must be able to lift 100 lbs. on a regular basis, carry, push and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information. **Vision:** See in the normal visual range with or without correction. **Hearing:** Hear in the normal audio range with or without correction.