

City of Rock Springs
212 D Street
Rock Springs, WY 82901
307-352-1500
307-352-1516 (fax)

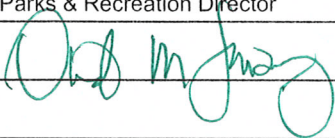


Position Request Form

(Must be completed prior to posting position.)

Position Requested by: Dave Lansang, Parks & Recreation Director

Date: 10/31/2019

Department Director Approval: 

Date: 10/31/2019

Department: Family Recreation Center

Position Requested: Recreation Center Superintendent

☒ Replace ☐ Add

If replacement, state previous employee name and date of termination:

Mike Evans, 1/2/2020

Position Status:

☒ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal _____ months # hours/week 40

☒ Days ☐ Evenings ☐ Nights ☐ Weekends ☐ Various

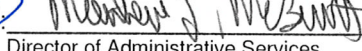
Specific time of shift: (i.e. 7:00am – 3:30pm) _____

Position Qualifications

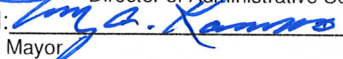
☒ High School Grad/GED ☐ Associates Degree
☐ Driver's License ☒ Bachelor's Degree
☐ Commercial Driver's License ☐ Master's Degree
☐ Certifications CPR/First Aid, Pool Operator

Brief Description of Duties: See attached job description

Position Begin Date: 12/16/2019

Budget Approval: 
Director of Administrative Services

Non-Budget Approval: _____
Director of Administrative Services

Approved: 
Mayor

Not Approved: _____
Mayor

Advertising Request

- ☒ Post In-House Only - 1 week
- ☐ Rocket Miner
- ☐ Green River Star
- ☐ Regional/National Paper _____
- ☐ State Association _____
- ☐ National Association _____

CITY OF ROCK SPRINGS

RECREATION CENTER SUPERINTENDENT

DEFINITION

Under general direction, to direct, manage, supervise, plan, and coordinate the programs and operations of the Recreation Center within the Parks and Recreation Department including pool facilities, racquetball, playgrounds, gymnasium, indoor track, ice arena, pro shop, cardio rooms, weight rooms, grounds, and concession stands; to coordinate assigned activities with other City departments, divisions, outside agencies, and the general public; and to provide highly responsible and complex administrative support to the Director of Parks and Recreation.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical and clerical full time, seasonal, and part time staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume management responsibility for the Recreation Center including pool facilities, racquetball, playgrounds, gymnasium, indoor track, ice arena, pro shop, cardio rooms, weight rooms, grounds, and concession stands.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the Recreation Center; identify resource needs; recommend, develop, and implement policies and procedures.

Select, train, motivate, and evaluate assigned personnel; provide and coordinate staff training; work with employees to correct deficiencies.

Plan, direct, coordinate, and review the work plan for the Recreation Center; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Director of Parks and Recreation; direct the implementation of improvements.

Manage and participate in the development and administration of the Recreation Center program annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate, oversee, and review adult and youth programs and activities, special events, clinics, and instructional programs.

Prepare and maintain procedures manuals; oversee and perform maintenance and repairs to cardio and weight machines.

Compile and maintain records and statistics; submit reports relative to activities.

Serve as a liaison for the Recreation Division with other City departments, divisions, and outside agencies and organizations; negotiate and resolve significant and controversial issues.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Recreation Division programs, policies, and procedures as appropriate.

Provide staff assistance to the Director of Parks and Recreation; prepare and present staff reports and other necessary correspondence for various Boards, Commissions, and City Council.

Analyze community needs; collaborate with community groups, agencies, and businesses to help meet community needs; participate in activities and projects related to department functions.

Analyze effectiveness of services; make recommendations for addition, discontinuation, or modification of services.

Direct and monitor the collection and maintenance of monies for facilities and equipment use.

Oversee and participate in the recruitment and training of volunteers to assist in recreation division activities.

Respond to and resolve difficult and sensitive inquiries and complaints.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation services.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a recreation services program.

Modern and complex principles and practices of public recreation program development, administration, and promotion.

Advanced principles and practices of budget preparation and administration.

Principles and techniques used in public relations.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Recreation Center.

Recommend and implement goals, objectives, and procedures for providing effective and efficient recreation services.

Manage, direct, and coordinate the work of supervisory, professional, technical, and clerical personnel.

Manage the various aspects of recreation programs and operations.

Identify and respond to community, Director of Parks and Recreation, and Mayor issues, concerns, and needs.

Ability to:

Analyze and evaluate community needs and work with community organizations in developing recreation programs.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Research, collect, compile, and analyze information and data.

Prepare and maintain accurate and complete records.

Prepare clear and concise administrative and financial reports.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of responsible recreation program administration experience including four years of management and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in physical education, recreation administration, public administration, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of CPR and First Aid Certificates.

Possession of a Pool Operator's Certificate.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some exposure to outdoors; ability to travel to different sites and locations; availability for week-end and evening meetings and events scheduled during non-working hours.

Effective Date: November 1, 2000