

Superintendent of Parks and Recreation
City of Robinson
Job Description

Position summary:

The Superintendent provides executive leadership and in partnership with the Mayor, City Council and Park Committee, plans, develops, directs, and evaluates a comprehensive program of recreation and park planning. The Superintendent will lead the department in achieving its mission including overseeing its facilities, community relations, staffing, development, and operating under the policies, directives, and guidelines established by the Mayor and City Council.

General duties and responsibilities:

1. Implement park plans, specific work plans and the daily work scheduling for the department.
2. Train summer and part-time help in the operation of equipment.
3. Direct construction and renovation projects within the Park Department.
4. Make inspections of grounds, plantings, picnic sites, athletic fields and courts, and buildings to determine the type of work needed and its priority.
5. Perform related duties as directed by the Park Committee, City Council, and Mayor of Robinson.
6. General supervision of the department subordinate employees determined by season.
7. Responsible for the training and evaluation of all part time and seasonal staff.
8. Direct and evaluate the activities of the staff.
9. Investigate and act upon requests, suggestions, and complaints concerning park and recreation services.
10. Responsible to follow and comply with safety policies as presented in the personal policy manual of the City of Robinson. Uphold the city's commitment to safety.
11. Direct or assist with any special events and projects as directed by the Mayor or City Council.

Qualifications:

1. Bachelor's degree in Park and Recreation Administration, or Sports Management. Masters preferred.
2. Five or more years management experience, preferably in the recreation field including strategic planning, development of programs, and scheduling.
3. Food handling certificate preferred with background in concessions.
4. Public pool operations background.
5. Some background in golf course operations including greens management and irrigation.

6. Experience with special events.
7. Lawn care experience.

Benefits:

Salary will be based upon experience. The superintendent shall not receive overtime pay for extra hours worked. Superintendent shall receive compensatory time as outlined in Section 10 of the current Salary and Fee ordinance. All other benefits offered by the current Salary and Fee ordinance to superintendents will be available to the Superintendent upon appointment.

The superintendent can participate in the City Group medical insurance plan as outlined in Section 11 of the current Salary and Fee ordinance.

Please apply by filling out a City of Robinson “application for employment” available at Robinson City Hall, 300 S. Lincoln St., Robinson, IL 62454 between the hours of 7:00 a.m. through 4:00 p.m. Monday through Friday or online at www.cityofrobinson.com and include a resume if you like. Applications can be mailed to P.O. Box 188, Robinson, IL 62454.

Applications must be in a sealed envelope marked “Park Superintendent” and directed to the Administrative Assistant of the City of Robinson. Applications must be received by 10 a.m., Friday, March 10, 2023 to be considered.

The City of Robinson is a drug-free work place. A pre-employment drug screen and background check will be required upon hire. The City of Robinson may accept or reject any or all applications.

The City of Robinson is an Equal Opportunity Employer.