

RESOLUTION NO. 15-2020

Adopting a Job Description for Assistant Director/Parks and Recreation Superintendent and Amending the Staffing Chart to Accommodate Said Position.

WHEREAS, City Council wishes to adopt a job description for the unclassified position of Assistant Director/Parks and Recreation Superintendent; and,

WHEREAS, it is desirable and necessary to amend Resolution No. 72-2019 establishing the 2020 Staffing Chart of the City of Worthington to delete the position of Recreation Superintendent and to add the position Assistant Director/Parks and Recreation Superintendent effective April 6, 2020;

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Assistant Director/Parks and Recreation Superintendent (Class Specification No. 253) as per the description attached hereto be and the same is hereby adopted.

SECTION 2. That City Council does hereby amend the 2020 Staffing Chart of the City of Worthington by deleting the position of Recreation Superintendent and adding the position of Assistant Director/Parks and Recreation Superintendent effective April 6, 2020.

SECTION 3. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted March 2, 2020

/s/ Bonnie D. Michael  
President of Council

Attest:

/s/ D. Kay Thress  
Clerk of Council

***CITY OF WORTHINGTON***  
**POSITION DESCRIPTION**

**POSITION TITLE: Assistant Director/Parks and Recreation Superintendent CLASS: 253**

Department: Parks and Recreation

Date: March 2, 2020

Title Originated: 2020

Reports To: Parks and Recreation Director

Updated:

**General Statement of Duties:**

Under the direction of the Director of Parks & Recreation, the Assistant Director/Parks and Recreation Superintendent assists the Director in the overall management of the Department with a focus on the operation of the Griswold Center and the Community Center and all recreation activities, programs, and events for the City of Worthington. This responsibility includes direct oversight of the Griswold and Community Center Managers and ensuring effective operations of both facilities and its programs. In addition, it includes oversight of the Marketing and Outreach Supervisor and related activities. Acts as Parks and Recreation Director in the Director's absence and assists in project management for Department initiatives.

**Essential Functions of the Position:**

Responsible for the overall management and supervision of the Community Center and Griswold Center;

Supervises the Marketing and Outreach Supervisor and provides oversight to all marketing and special event activities in the Department;

Leads and organizes Departmental initiatives and projects as directed by the Director.

Oversees the development, implementation, and evaluation of a broad and varied portfolio of recreation programs and services to ensure the needs of the community are being met;

Works with community groups on matters of recreation interests and needs, resolving participant, staff and building issues;

Supervises, train, direct and evaluate department personnel and monitor all recreation activities and operations inside and outside of department facilities.

Periodically attend Board and Commission Meetings to effectively communicate and obtain feedback on Department operations and activities.

Assists in the preparation, review and analysis of Parks and Recreation Department budgets and effectively track and report on performance of the Department on cost recovery and revenue goals.

Develops, direct, and budget for in-service training programs and recommend to the Director educational and instructional training needs;

Carries out the policies of the Department and interpret the same to the staff;

Oversees comprehensive part-time staff recruitment, hiring, training, and evaluation ensuring effective staffing and supervision by our hiring supervisors throughout the Department.

Reviews, analyzes, and proposes cooperative opportunities with local, private, and public entities with respect to recreation programs and facilities in an effort to be a good community partner and maximize community resources for our residents;

Performs related tasks as required and/or requested by the Administration;

Act as Parks and Recreation Director in the Director's absence.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of the principles, techniques and responsibilities of planning, promoting and organizing recreational activities;

Knowledge of community recreation centers, their operations, and staffing;

Knowledge of staff recruitment, hiring, training, and evaluation principles and policies.;

Ability to schedule and coordinate recreation activities;

Interacts effectively with other City Departments to ensure adherence to policies and productive communication;

Handles requests and resolves issues regarding our facilities, programs, and events;

Ability to adapt programs to particular needs of group, program or skill level;

Ability to work with and direct staff and the public in general;

Knowledge of municipal budget processes and requirements;

Ability to set goals and develop methods to achieve the desired results with a staff team;

Ability to keep accurate records and prepare all needed reports on a timely basis;

Ability to effectively communicate with the public and elected officials.

### **Minimum Requirements of the Position:**

Possession of a four-year college degree with a major in parks and recreation or a related field and five years of experience in the field of parks and recreation including at least two years full-time experience supervising staff and programs. Valid Ohio Driver's License.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 15-2020; Effective 03/02/2020