CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE:	**PROJECT SUPERVISOR**	**CLASS: 212**
Department:	Parks & Recreation	Title Originated: 2001
Date:	July 2, 2012	Title Revised: 2012
Reports To:	Parks and Recreation Director	Updated:

General Statement of Duties:

Under direction of the Parks and Recreation Director, the Project Supervisor is responsible for the planning, organizing, coordinating and directing projects for the Parks and Recreation Department and the operation of the Parks and Recreation administrative offices. This position requires the exercise of considerable independent judgment and discretion in managing the operations, functions, resources and personnel within assigned areas. The work is done independently and with general guidance.

Essential Function of the Job:

Coordinate staff responsibilities and schedules;

Coordinates internal communication between Recreation, Parks and Griswold Center, to promote teamwork and cooperation;

Oversee day to day deposits and financial reports; including general accounting, auditing, cash management, deposits and tracking of budget revenue projections;

Coordinates and tracks annual performance evaluations and goal-setting for the Department;

Manage the brochure process including price quotes, timeline and coordination with staff and printers;

Researches and reports on best practices from other cities/organizations to promote on-going benchmarking;

Manage class upgrades, new technology, and purchase replacement or new hardware as necessary;

Manage projects as requested, including grant writing, Vision 2020,technology purchases/upgrades, and ICMA Performance Measurement;

Coordinates the staff training calendar and assists with in-house training coordination.

Serves as Building Supervisor on Duty at the Community Center as scheduled;

Assist with budget and CIP process, including presentations and reports;

Manage Special Needs issues;

Manage server, copier and fax machine training and issues and serves as liaison with City IT staff;

Knowledge, Skills and Abilities:

Ability to maintain effective relationships with staff and public to promote positive relations;

Ability to express oneself and communicate to the public and co-workers clearly and accurately;

Ability to organize a process and follow through on its completion;

Ability to complete assigned work accurately;

Ability to maintain, type and file reports;

Familiar and experienced with computer operations and software and the ability to use computer and software solutions;

Ability to lift light furniture and/or equipment as necessary;

Ability to work flexible hours including weekends and evenings as necessary.

Minimum Requirements of the Position:

Must have graduated from an accredited college or university with a major in Recreation Education, Recreation Administration or a closely related field or any equivalent combination of training and experience that demonstrates knowledge of parks and recreation project management. It is desirable that the individual possess professional/administrative experience in a recreation center environment including supervisory and customer service experience; possess a current certification in CPR and First Aid and be eligible to be bonded.

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. 22-2012; Effective July 2, 2012