



Village of Palmetto Bay

Position Description

POSITION POSTING DATE: FRIDAY, AUGUST 29, 2014

POSITION CLOSING DATE: FRIDAY, SEPTEMBER 12, 2014

POSITION TITLE: Parks & Recreation Supervisor

FUNCTIONAL AREA: Parks & Recreation Department

SALARY RATE/GRADE: Min. \$2,665.17 – Max. \$4,462.17/ Monthly; PG 5

CLASSIFICATION: Exempt; Full-Time

APPROVED/ UPDATED: May 2009; May 2013

General Summary

Responsible for work involving supervision in planning, directing, and leading of varied activities in the Village of Palmetto Bay recreational programs and park operations.

Supervision Received and Exercised

Works under the general supervision of the Parks & Recreation Manager; reports to the Parks & Recreation Manager and the Department Director. The position exercises supervisory responsibilities over Park Service Aides.

Essential Duties and Responsibilities

- ◆ Assist the Parks & Recreation Manager with the managing and programming of recreational leagues, tournaments, batting cages and field rentals, party rentals, and supervision of park events.
- ◆ Attends and participates in school and civic organization meetings, developing relationships for mutual benefits.
- ◆ Collects facts and maintains records of receipts and attendance.
- ◆ Periodically inspects facilities and equipment and recommends needed repairs.
- ◆ Assist in planning, implementing, and promoting of recreational leagues and tournaments.
- ◆ Maintains inventory of all equipment, supplies, and machinery at Village park facilities.
- ◆ Interacts with and maintains good relationships with community members, parents, coaches, players, umpires, teachers, and staff; communicating and projecting the leadership qualities that are essential for the success of a large program.
- ◆ Supervises players, crowds, and coaches to maintain discipline during games and/or events at the park.
- ◆ Resolves complaints and inquiries from parents, guardians, participants, coaches, and the general public; developing solutions and initiative for the benefit of programs and participants.
- ◆ Enforces safety and program rules and regulations.



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- ◆ Supervises park service aides to ensure the highest standard for operations, safety, and aesthetics.
- ◆ Evaluates subordinates and recommends disciplinary action as necessary for violations of department and/or Village policies and procedures manual.
- ◆ Supervises the use of all athletic and park facilities which include but are not limited to ball courts, fields, batting cages, playgrounds, green areas, field rentals, party rentals, tournaments, and recreational leagues.
- ◆ Assists in the planning and implementation of special Village events and functions.
- ◆ Develops relationships with local businesses seeking support/sponsorships for programming and special events, as required.
- ◆ Develop programs such as volunteer initiative to support park programs and activities, as directed.
- ◆ Promotes park programs and activities through informational brochures, announcements, postings, etc...
- ◆ Works closely with the Parks Maintenance/Facilities Supervisor and maintains oversight in maintaining the park to a high standard in terms of aesthetics, safety, playability and availability, including but not limited to care of turf/athletic fields, grasses and shrubbery; building/facility maintenance including repair and upkeep; grounds maintenance; lighting systems; and regular inspections/repair of the children's playground.
- ◆ May assign staff accordingly to effectuate daily debris removal, ball field maintenance, cleaning of restrooms, buildings, bleachers, pavilions, playgrounds and all park amenities to ensure the park is clean, attractive, safe and ready for use.
- ◆ Performs additional related duties as assigned.

Minimum Qualifications

- ◆ Bachelors Degree in Parks & Recreation, Education, or related field. Related experience may substitute educational requirement on a year for year basis.
- ◆ Prior experience supervising personnel required; supervisory experience in a park setting a plus.
- ◆ Prior work experience in the field of parks & recreation required.
- ◆ Knowledge of basic safety rules in recreation and ability to enforce them accordingly.
- ◆ Computer skills required; must be proficient with Microsoft Word, Excel, Publisher & Outlook.
- ◆ Experience in marketing, promoting, and organizing events, a plus.
- ◆ Must hold a valid motor vehicle operator's license

Other Required Competencies

- ◆ Ability to plan, implement and promote recreational leagues and tournaments
- ◆ Ability to develop community participation and interest in recreation activities through an active public relations program
- ◆ Ability to effectively resolve minor complaints and inquiries



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- ◆ Must be organized and possess the ability to accurately compile and maintain routine records and to prepare clear and concise reports
- ◆ Must possess excellent customer service skills, and be able to establish good customer relations. Must have the ability to deal with people effectively, courteously, and enthusiastically
- ◆ Ability to inspect facilities, grounds, equipment, and supplies to detect needs for repair, replacement
- ◆ Ability to understand and follow oral and written instructions
- ◆ Must be able to work a flexible schedule including some nights and weekends

Working Conditions and Physical Requirements

- ◆ Work is primarily performed outdoors in all climate conditions with full exposure to the elements; some work may also be performed indoors.
- ◆ Requires physical strength and agility to perform assigned tasks, which include, but are not limited to, bending, twisting, walking, climbing, reaching, lifting, moving or carrying objects which may weigh more than 25 pounds.
- ◆ May be exposed to chemicals, solvents, dust, grease/oil, fumes, vibration and noise.
- ◆ Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.
- ◆ Must be able to hear clearly even in a noisy environment.
- ◆ Must have the manual dexterity to operate a variety of hand and power tools.

The minimum requirements may be waived by the Village Manager based on experience and other qualifications. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.

Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment, which may include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.