



City of Madison

Job Description

Title: Recreation Administrative Superintendent

Department: Parks and Recreation

Exempt/Non-exempt: N Pay Grade: 12

Reports to: Director of Parks & Recreation

Position Change X

Effective Date: May 13, 2024

Subordinate Staff: This position has direct supervision over administrative staff, seasonal Parks & Recreation staff, recreation aides, and Van Drivers.

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

The Administrative Superintendent has responsibility for providing a broad range of administrative duties to support the operation of the Parks & Recreation Department. This position has the responsibility for completing various higher-level projects, processes, and tasks. The work requires a high level of confidentiality, sensitivity, and good judgment. Responsibilities include work with budgeting, preparation of various documents, development of reports and publications, website and social media content management, front desk operations at department facilities, recreation software management, coordination of facility rentals, coordination with other city staff regarding facility usage, and other tasks to assist the Director and Assistant Director. The work will be performed under the direction and general supervision of the Assistant Director of Parks & Recreation.

Essential Functions/Major Responsibilities:

- Position performs all responsibilities of office management, as well as budget preparation, accounts payable, accounts receivable, and accountability for all monies in the Recreation Department including all petty cash and change machine.
- Manages front desk personnel staffing, schedules, and procedures at all Parks and Recreation facilities.
- Manages Van Drivers and Transportation program for senior and disabled citizens.
- Trains, assists, directs, assigns, supervises, evaluates, and disciplines personnel assigned to this position's supervision.
- Provides backup support and coverage to other Department management staff, as well as administrative and office staff as needed.
- Assists Recreation Director with various higher-level projects and tasks, including the development of Recreation Department budget.
- Helps to collect, receipt, and deposit program registration fees and payments, as well as membership and facility rental fees.

- Maintains petty cash fund for the department.
- Maintains inventory of department property and fixed assets.
- Oversees purchasing and pay processes. Prepares purchase orders, quote sheets, request for payment and receiving reports.
- Manages Department website and social media pages.
- Promotes programs and departmental events by preparing ads, flyers, posters, and displays.
- Manages recreation software providing for registration and facility reservations.
- Recruits and books events and rentals of Parks & Recreation facilities.
- Develops department reports and related files.
- Provides information and assistance to residents and patrons. Refers to appropriate personnel.
- Responds to a variety of departmental and public requests for information related to assigned function and provides requested information or services when authorized or refers to appropriate individual for response.
- Oversees the maintenance of office equipment and vending machines.
- Prepares rooms for meetings.

Secondary Functions:

- Provides backup support/coverage to all positions and special events in the department as needed.
- Assists as necessary for seasonal needs which may include set up and pickup of dumpsters and port-a-lets for parks, pools, and community center; setup connection and disconnection of phones for outdoor pool and gymnasiums; and preparation of agreements for athletic coaches for approval by City Council.
- Assists in patron registration processes.
- Verifies deposit and paperwork and delivers to City Hall. Checks Recreation Department box at City Hall.
- Operates passenger transport vehicle in absence of Van Drivers.

Job Scope:

- Performs duties with little direction given, operating from established schedule and instructions.
- Decisions are made within general company policy constraints, but occasionally require independent decision making.
- The supervisor assigns work in terms of general instructions and spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
- Guidelines require judgment, selection, and interpretation in application.

Supervisory Responsibility:

- This position has direct supervision over Recreation administrative staff, seasonal staff, Recreation Aides, and Van Drivers.

Interpersonal Contacts:

- This position has contact with co-workers, program participants, and members of the general public.
- The purpose of these contacts is to give or exchange information and provide services.

Specific Job Skills:

- Strong computer skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook) and Internet.
- Knowledge of cash registers and registers set up.
- Thorough knowledge of personnel policies and practices.
- Ability to communicate information and needs to public officials, general public, professional contacts, other workers, employees, and supervisors.
- Strong bookkeeping skills to account for fees and cash receipts, budgeted expenditures, and petty cash.
- Skill in writing instructions, letters, memos, schedules, and various other documents.
- Skill in dealing with people under stressful conditions.
- Skill in math to complete quotes, prepare invoices, develop schedules, order supplies and equipment and budget preparation.
- Ability to safely operate vans and other vehicles, whether automatic or standard transmission, to transport patrons to various locations.
- Skill at managing scheduling and leave issues.
- Skill at hiring, training, appraising, coaching, counseling, and disciplining personnel.
- Skill at gathering and evaluating input for decision-making.
- Skill at managing relationships between subordinates and other personnel in other departments.
- Skill at project management, planning, organization, and prioritization.

Education and/or Experience:

- College degree in general business administration or a related field preferred, with additional education in supervision, office practices, and computer applications.
- Five (5) years of administrative experience performing complex administrative processes and projects and working with the public preferred.
- Experience in general office and clerical duties, including use of computer with various software, invoicing, setting up databases, answering of phone, communicating with the general public, etc.
- Experience in the supervision of administrative staff.

Job Conditions:

- Strong background record required, due to accessibility to employee and city property, citizens, and patrons.
- Normal office working conditions.
- May require occasional overtime and work on weekends.
- May be required to attend evening meetings, such as council meetings, etc.
- Must be able to work varying hours, extended hours, as well as occasional weekends and holidays, at times with little or no notice.
- May require some travel for state association meetings, annual conferences, workshops, seminars, etc.
- Must maintain a valid driver's license with excellent driving record required.

Physical Capabilities:

- Work is performed while typically sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.
- The employee occasionally lifts light and heavy objects.
- Ability to communicate verbally and orally with the public, subordinates, and coworkers.
- Must be able to drive for long periods of time.

Department Head Approval

Date

HR Committee Chair Approval

Date