

Whitman County Human Resources

400 N. Main Street • Colfax, WA 99111
(509) 397-5242 • FAX (509) 397-6355 • www.whitmancounty.org



JOB ANNOUNCEMENT

POSITION: Park Superintendent

DEPARTMENT: Parks & Recreation

MONTHLY SALARY: \$3,560 - \$3,704

UNION STATUS: Non-represented

TO APPLY: Whitman County Human Resources
N. 400 Main Street
Colfax, WA 99111
(509) 397- 6205

LOCATION: Colfax

CLOSING DATE: July 27, 2017 at 5:00 p.m.

SELECTION PROCESS: Applicants must submit a signed Whitman County application form. The applications will be reviewed and evaluated to determine applicants invited for an interview.

TO QUALIFY: See attached illustrative example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be present at time of hire.

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EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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WHITMAN COUNTY POSITION DESCRIPTION

Effective Date:	June 1, 2017
Position Title:	Park and Recreation Superintendent
Job Family Classification #:	46
Department Title:	Parks & Recreation
Department Code:	310
Pay Grade:	Supervisor - Field
FLSA Status:	Non-Exempt
Union Status:	Non-Represented
Reports to:	Park Director

BASIC PURPOSE

The Superintendent of County Parks and Recreation provides administration, leadership and direction for the department. This is a professional position which promotes and encourages professional conduct, utilizing best practices, and appropriate management standards. The Superintendent is responsible for the maintenance and operation of all physical assets in the parks system. The Superintendent places an emphasis on the safety of park visitors and department staff. The ability to promote activities that enrich the lives of our citizens through our parks programs is a critical aspect of this position.

SUPERVISION EXERCISED AND RECEIVED

This position reports directly to the Park Director. It is responsible for the supervision of all Parks and Recreation Department staff.

ESSENTIAL FUNCTIONS

- Essential functions may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by the position. Employees are required to be in attendance and prepared to begin work as assigned. Factors such as attendance are not routinely listed in job descriptions but are an essential function.
- Plans, organizes, coordinates and directs the operations/programs of the Parks and Recreation Department including, but not limited to, County park sites, Park and Recreation Board, the Palouse Scenic Byway, and The Palouse Trail Committee. Evaluates departmental operations, programs, and initiates changes as necessary.
- Evaluates performance; selects, hires, trains, disciplines, and terminates employees as necessary.
- Prepares and presents grant applications to appropriate granting agencies such as the Recreation and Conservation Office.
- Ability to manage multiple priorities.
- Knowledge of Grant Administration.
- Knowledge of Risk Management practices.
- Prepares, submits and manages the annual Parks and Recreation budgets; directs the creation and management of organizational and departmental strategies, programs and goals.
- Ability to work outdoors in all weather conditions.
- Serves on internal and external committees as assigned.
- Ability to perform strenuous physical activities and repetitive physical tasks.
- Establishes and maintains good working relationships with public officials, employees and the public; acts as a team player that takes initiative to meet objectives; demonstrates honest and ethical behaviors.
- Successfully communicates professionally in both written and verbal form.
- Conduct meetings in accordance with formal processes, using Parliamentary Procedure.
- Performs other related duties as required.

SELECTION CRITERIA

Knowledge, Skills and Abilities

- The principles and practices of Park Administration, Resource Management, and budgeting,

- The principles and practices of recreation programming,
- Working knowledge of maintenance systems and equipment operations,
- The principles and practices of effective supervision,
- Federal, state, and local regulations related to Parks and Recreation,
- Work independently and use good judgment,
- Manage time efficiently,
- Plan, organize and direct the operations of multiple park sites,
- Plan, coordinate, supervise and evaluate the work of employees,
- Prepare and administer the departmental budget,
- Create strategy; set and achieve goals,
- Apply innovation and creativity in analyzing departmental/organizational operations, initiate changes and take effective action to correct deficiencies; resolve problems,
- Work under pressure and delegate responsibility,
- Establish and maintain effective working relationships,
- Communicate effectively verbally and in writing,
- Read, interpret and apply a variety of laws, rules and regulations governing departmental operations,
- Maintain confidentiality,
- Operate various computer programs and equipment,
- Troubleshoot equipment failures, water system deficiencies, and facility issues.

EXPERIENCE, EDUCATION AND TRAINING

- A minimum of 3 years of Park Management and/or Administration.
- A Bachelor's degree in the Natural Resources/Recreation (or related) field is desirable.
- Must pass background checks (driving and criminal).

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