CITY OF SYRACUSE

POSITION DESCRIPTIOIN

PARKS & RECREATION MANAGER

OBJECTIVE

* 1. To proficiently perform the work required in the operation of park maintenance, youth sports activities, swimming pool, and all duties assigned by the Mayor.
  2. To maintain familiarity with the policies, procedures, and safety regulations as provided.
  3. Supervise, coordinate, and evaluate all parks and swimming pool staff. Make recommendations to the City Council on all staff members’ employment status.
  4. To continually promote a good working relationship with all city employees and departments, and maintain a good public image for the City of Syracuse.

1. RESPONSIBILITIES
   1. Report directly to the Mayor and City Clerk.

* 1. Strong leadership, team building, and management skills.
  2. Familiarity with computer technology, databases, and the ability to use a computer.
  3. Ability to train and supervise personnel/volunteers.
  4. Has the responsibility for preparing pool, youth activities, and parks budget.
  5. Works with City Clerk to prepare budget according to the City’s guidelines and the pool, youth activities, and parks department
  6. Handles finances and prepares claims and reports for presentation to the City Council Meetings for payment approval.
  7. Coordinates programs and activities with the pool and parks staff.
  8. Schedules and implements current and future Parks and Recreation programs to include sports and non-sports activities.
  9. Reviews reports, budgets, goals, and policies proposed by the Mayor.
  10. Oversees and directs review and evaluation of the Recreation program’s overall operating effectiveness.
  11. Promotes use of the City of Syracuse facilities by groups and organizations having established relationships with the City OF Syracuse and the Syracuse Dunbar Avoca School District.
  12. Tracks and recommends approval of expense claims for recreational programs and youth sports activities to the City Council.
  13. Responsible for the entire aquatic staff and scheduling of hours of assistant managers and life guards.
  14. Assure full responsibility for the maintenance of the pool water so that it is in a safe and desirable condition. Test pool water and make necessary mechanical and chemical changes.
  15. Handle disciplinary measures when deemed necessary.
  16. Know backwashing procedures.
  17. Report all public discrepancies and discipline incidents to Mayor immediately or at earliest convenience.
  18. Oversees and directs review and evaluation of the swimming pool’s overall operating effectiveness.
  19. Prepare and balance daily pool receipts and deposits as well as reviews and reports to the Mayor regarding monthly pool activities.
  20. Prepares pool & parks employee payroll for City Clerk
  21. To answer the telephone and take messages or transfer calls to the proper person.
  22. Wait on customers in a courteous manner when collecting monthly bills and answering their questions.
  23. Mowing, trimming, tree trimming, removal, clean-up, and hauling away of any trash, limbs, or debris as needed.
  24. Dragging complex parking lot and filling pot holes as needed.
  25. Spraying of all park land as needed.
  26. Directs the proper maintenance and use of all vehicles and equipment assigned.
  27. Maintains work areas in a clean and orderly condition.
  28. Participates in safety and training sessions provided by the City of Syracuse.
  29. Maintain weeds at sports complex, soccer fields, swimming pool, and library as needed.
  30. Have knowledge regarding the sprinkler system for sport complex, soccer fields, swimming pool, and library.
  31. Equipment repairs and maintenance of; playground, equipment, picnic tables, shelters, trash, vehicle and power equipment.
  32. Painting and general upkeep of park equipment and facilities.
  33. Beginning of season ballfield preparations; tilling of all fields, anchors in place and marked, etc. end of season – storing equipment.
  34. Help maintain grounds and park signs.
  35. Removal of snow from park walkways, city office, and library.
  36. Coordinate with vendors and suppliers to order or purchase supplies as needed.
  37. Catch critters in a trap and properly dispose of them.
  38. Report directly to the Mayor and City Clerk.
  39. Plan and recommend installation and replacement of new equipment or general improvements.
  40. Coordinate the winterization of the sports complex, soccer fields, swimming pool, and library.
  41. And all other responsibilities as needed.

1. RELATIONSHIPS
   1. Reports to:
      1. Mayor & City Clerk
2. Coordinates and cooperates with:  
   1. Internal
      1. Mayor
      2. Fellow City employees
3. External  
   1. Business people and departments as required by job task.
   2. To continually put forth a good public image for the City of Syracuse by maintaining a proper appearance and a friendly attitude in all contacts with the public.
4. DESIRED QUALIFICATIONS
   1. College degree, high school diploma, GED, or appropriate work experiences.
   2. Coordinator/Manager experience.
   3. Sufficient knowledge and physical skill to perform all of the duties safely and efficiently.
   4. Have the ability to handle people and maintain good public relations.
5. SPECIAL REQUIREMENTS
   1. All employees hired to be on six months probationary period.
   2. Possession of a valid driver’s license.
   3. Operate electronic information exchange computer programs to include city web site, email, and social media.
   4. Nebraska Pool Operators license, life guard certification, CPR, and first aid certificates.
   5. Must reside within a 10-minute response time area.