City of Kansas City, Missouri
Job Class Specification

Job Title: SUPERINTENDENT OF RECREATION **Department:** PARKS & REC

Job Code: 4221 **Status:** EXEMPT **Grade:** EX-5

Summary

This is professional recreation work of an administrative nature in the direction of the municipal recreation program.

Work involves responsibility for planning, organizing, staffing, and administering a comprehensive recreation program for the City of Kansas City, Missouri. Work also involves responsibility for the effective use and proper maintenance of a wide variety of recreation centers, areas, facilities, and equipment. Work involves a considerable amount of seasonal recruitment and training of personnel for executing year round recreational programs, and also promotional work in encouraging citizen participation, attendance, and interest in recreational activities. Instructions in the nature of policy directives and available funds are received from administrative superiors. Work is reviewed through analysis of operating records and reports, through meetings and conferences, and through evaluations of reports from the public

Duties and Responsibilities

- Supervises and participates in the planning, development, execution, and coordination of comprehensive recreation programs, contract classes, athletics, aquatics, and events for recreation facilities and programs and ensures compliance with established rules, regulations, guidelines, and policies.
- Plans, assigns, supervises, coordinates, and reviews the work of recreation personnel.
- Investigates and acts upon requests, suggestions, and complaints concerning recreation services; surveys and analyzes recreational preferences and needs; and recommends recreation programs and events to meet such needs.
- Supervises and participates in the promotion, explanation, and interpretation of public recreation objectives, benefits, and program activities to community civic clubs, organizations, citizen groups, and individuals.
- Prepares and submits reports on a monthly, quarterly and annual basis.
- Coordinates the development of department strategic plan and organizes and coordinates compliance documentation for accreditation.
- Manages facility operations, such as maintenance, work orders, project management, renovations, capital improvements, signage, partnership agreements, rental contracts, insurance requirements, collection of program fees, developing operational and emergency management plans.
- Develops and implements new recreation programs, activities, events, and services to staff members and other interested groups or individuals.
- Develops and facilitates training and leadership programs to internal staff members and affiliated organizations.
- Performs customer service and public relations duties to include serving on committees and attending community meetings.
- Creates, publishes, and updates marketing and related collateral materials such as program and league schedules, websites, social media accounts, brochures, and flyers.
- Provides exceptional customer assistance, problem-solving, and/or complaints by all forms of communication.

Technical Skills

Thorough knowledge of:

The principles and practices of landscape architecture;
construction and management of park grounds and facilities, and the propagation and care of gardens, tress, and shrubs:
program development for all ages and abilities

Considerable knowledge of:

Principles and practices of public administration with special reference to departmental personnel and budget administration, applicable city ordinances, municipal policies, and charter provisions.

Conservation and environmental sustainability methods and practices.

Ability to:

Direct a large division and organize work for major projects and seasonal changes in operations.

Evaluate landscape projects, prepare specifications, and compile current cost and time estimates.

Establish and maintain effective working relationships with employees, community leaders, municipal officials, social service organizations, and the general public.

Express oneself clearly and concisely, orally and in writing.

Education and Experience

Bachelor's degree in Recreation Management, Public Administration, Business Administration, Physical Education, Exercise Sports Science, Sports Management, Fine Arts, or Wildlife Education and five (5) years of experience overseeing or coordinating community recreational programs and/or facilities

OR

High school graduation and nine (9) years of experience in recreation management, community programming, sports management, wildlife management, art programming, or therapeutic recreation including five (5) years of managing/overseeing recreational programs.

Certificates/ Licenses/ Special Requirements

- Must pass a background check as prescribed by the City.
- Will be required to pass a preemployment drug screen.

Supervisory Responsibility

Supervision is exercised over all assigned professional and paraprofessional staff.

Supervision Received

Work is performed under the general technical and administrative direction of the department head.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created
4/73

Revised
4/95, 9/06, 5/19, 8/22, 02/2024, 04/2025, 11/2025