



## City of Kansas City, Missouri Job Class Specification

**Job Title:** SUPERINTENDENT OF PARKS

**Department:** PARKS & REC

**Job Code:** 2070

**Status:** EXEMPT

**Grade:** EX-5

### Summary

This is responsible administrative and supervisory professional and technical work directing and coordinating a major department division responsible for the planning, design, development, construction, renovation, maintenance, and operation of Parks and Recreation departmental programs, facilities and projects.

Work involves administrative and technical responsibility for completion of major programs and projects such as boulevard and parkway systems, community center operations, recreation programming, athletic programming, aquatics programming, special events, horticultural facilities, urban forests, park systems, golf operations, buildings, and fleet. Frequent consultation with department heads, consultants, contractors, public officials, and others is required in the design, review of plans and specifications, and inspection of work for compliance with prescribed criteria. Work also involves establishing priorities and policies for the assigned division. Assignments are received in conference with professional supervisor and employees of this class are expected to exercise broad independent judgment to resolve problems. Work is reviewed by professional supervisor through observation, conferences, and evaluation of written reports and plans for technical quality and adherence to departmental standards.

### Duties and Responsibilities

- Establishes and sustains a culture of personal and collective accountability within the division; monitors performance and provides feedback and coaching to employees; encourages teamwork and collaboration.
- Designs, plans, and assigns specific projects, programs, or areas of work to professional and technical subordinates
- Directs and manages the operations of a major division of the Parks and Recreation Department and facilities used in these operations; assesses operational performance and assess and provides input into capital improvement planning efforts.
- Plans, directs, inspects, and reviews operation and maintenance activities for such areas as boulevards, parkways, parks, golf courses, horticultural amenities, forestry, recreation and cultural facilities and departmental buildings.
- Ensures that staff is provided with training and development to perform their duties in a technically competent manner, safely and to meet pre-established standards.
- Reviews and approves completed plans, specifications, drawings, and estimates for landscape, boulevard, and parks development projects.
- Coordinates the promotion of City-wide recreation, cultural and community services with departmental staff.

**Duties and Responsibilities (cont.)**

- Establishes and maintains effective working relationships with citizens, City staff, neighborhood groups, partners, school districts and other governmental agencies.
- Confers with department head, other division heads, consultants, contractors, and others as project and/or program needs require.
- Prepares and monitors budgets for the assigned division and assists in the development of departmental objectives, goals, and programs.
- Inspects contractual work for compliance with plans and specifications; approves and authorizes changes as necessary, and interprets plans and specifications for inspectors and contractors.
- Reviews data for contractual payments and approves payments per contractual requirements.
- Develops, implements, and maintains appropriate work management systems for provision of all necessary work related records and preparation of activity reports.
- Recommends the formulation of rules and regulations governing the use of parks and recreation facilities and the amount of fees to be charged, including fees for services and rentals, where applicable.
- Develops and supervises training programs for division personnel.
- Maintains necessary records and prepares reports.
- Performs related duties as required.

**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, trees, 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**

Accredited Bachelor's degree; and five (5) years of responsible experience in the practices of park management, park maintenance, park administration, cultural facilities or recreation; and at least two (2) years in a related managerial position; or equivalent combination of education and experience.

<b>Certificates/ Licenses/Special Requirements</b>	<ul style="list-style-type: none"><li>• Must pass a background check as prescribed by the City.</li><li>• Will be required to pass a preemployment drug screen.</li></ul>
<b>Supervisory Responsibility</b>	Supervision is exercised over all assigned professional and paraprofessional staff.
<b>Supervision Received</b>	Work is performed under the general technical and administrative direction of the department head.
	<p>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.</p>
<b>Created</b>	4/73
<b>Revised</b>	4/95, 9/06, 5/19, 8/22