

**CITY OF BOZEMAN, MONTANA**  
**Position Vacancy Announcement**  
**December 2008**

**Position:** Recreation Superintendent

**Wage/Salary:** \$4,025.58-\$4,451.84 per month, paid as earned, depending on qualifications and internal equity.

**Bargaining Unit:** N/A

**Fair Labor Standards Act Status:** EXEMPT

**Work Week:** Generally, Monday through Friday 8:00am-5:00pm; however attendance at evening meetings may be required.

**Date Position to be filled:** January or February (depending on when selection process ends)

**Supervisor:** Director of Parks & Recreation

**General Statement of Duties**

Provides leadership, and plans, directs, and supervises the functions of the Recreation Division; performs directly related work as required.

**Distinguishing Features of the Class**

The principal function of an employee in this class is to provide leadership, and plan, direct, and supervise the functions of the Recreation Division. The work is performed under the direction of the Director of Park and Recreation, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over division personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the City Commission, Director of Park and Recreation, department heads, school officials, members of community groups, other City employees, and the general public. The principal duties of this class are performed in both indoor and outdoor recreational facilities.

**Examples of Essential Work**  
**(Illustrative Only)**

- Plans, directs, and supervises comprehensive recreation opportunities, including offering recreation and Aquatic programs to assist various groups or individuals and communicating these opportunities to citizens of Bozeman;
- Administers and prepares the Recreation division budget, including coordinating its preparation with staff supervisors and all division personnel in addition to securing bids for projects and repairs;
- Plans, directs, supervises, reviews, and evaluates the work performance of assigned personnel;
- Coordinates division services with those of other departments and agencies;
- Solicits grants and other financial resources, including researching and directing the preparation of grant applications;
- Oversees department public relations functions, including making presentations to community and civic groups, participating in news conferences and talk shows, and overseeing the preparation and distribution of department educational materials;
- Communicates with all related personnel in efforts to encourage, motivate, promote leadership, and encourage teamwork in accomplishing set forth objectives;
- Develops, establishes, implements, and updates department goals, policies, procedures, and work standards as necessary, including drafting new policies for approval by management staff;
- Completes and compiles all necessary reports, correspondence, and documentation;

- Develops and revises a ten year strategic plan;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new and returning employees;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Handles citizen's questions, complaints, and concerns in a courteous and timely and satisfactory manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other duties consistent with the role and function of this classification.

### **Required Knowledge, Skills, and Abilities**

- Comprehensive knowledge of all pertinent Federal, State, and local laws and regulations;
- Comprehensive knowledge of principles and practices of administering recreational programs;
- Comprehensive knowledge of the principles and practices of personnel administration;
- Comprehensive knowledge of the principles and practices of developing and maintaining recreational facilities and equipment;
- Thorough knowledge of budgeting, grants, and grant and budget administration;
- Thorough knowledge of pool/water chemistry;
- Comprehensive knowledge of, or ability to quickly learn, local and department operations, policies, and procedures;
- Ability to develop and effectively oversee division programs and operations;
- Ability to maintain required certifications;
- Ability to serve as a department liaison to City officials, school officials, recreational groups, department heads, and the general public;
- Ability to effectively supervise and monitor division operations and projects;
- Ability to effectively lead, motivate, and direct departmental personnel to ensure efficient operation;
- Ability to effectively supervise, review, and evaluate the work of assigned personnel;
- Ability to effectively coordinate and conduct public hearings and meetings, speaking engagements, and other public relations events and promote department programs and interests;
- Ability to perform basic first aid and CPR;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Consistently performs assignments in accordance with the City's Core Values of Integrity, Leadership, Service and Teamwork.

### Acceptable Experience and Training

- Bachelor's degree in Recreation Administration, Physical Education, Public Administration, or a closely related field; AND
- Considerable experience in directing the operations of a large recreation system; including supervision and maintenance of aquatics and facilities.
- Or Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

### Required Special Qualifications

Must possess the following certifications within three (3) months of employment:

- First-Aid;
- Cardiopulmonary Resuscitation (CPR);
- Possess a valid Driver's License and obtain a Montana Driver's License within 60 days of employment;
- Offers for employment are conditional upon satisfactory response to criminal background, thorough reference check and possibly a credit history;
- Pre-employment drug testing may be required.

### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to operate and observe programs, and review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, rescue equipment, spine board, and related maintenance equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to function within a variety of indoor and outdoor recreational environments.

### APPLICATION PROCEDURES:

***TIP TO APPLICANTS:*** Read and follow the instructions on the Position Vacancy Announcement, the Application, the Supplement Questions and any other requested item before completing and submitting your application packet.

### **SUBMIT THE FOLLOWING INFORMATION TO BE CONSIDERED:**

1. City of Bozeman Application for Employment completed as per the instructions;  
(Electronic versions of the application can be found at <http://www.bozeman.net/bozeman/humanResource/applications.aspx>)
2. Recreation Superintendent Application Supplement (attached to this Vacancy Announcement);
3. Resume;
4. Copy of the following certifications;  
First Aid & Cardiopulmonary Resuscitation (CPR); and
5. If applicable: DD-214 and/or Proof of Disabled Person's Employment Preference

**TO:** Bozeman Job Service, 121 N. Willson Avenue, Bozeman, MT 59715. You can reach them by phone at (406) 582-9200 or via the web at <http://wsd.dli.mt.gov/local/bozeman/>.

**DEADLINE:** Open until filled, with priority given to applications received by Friday, January 2, 2009 by 5:00 p.m. Faxed applications will not be accepted.

**LATE, INCOMPLETE and/or UNSIGNED application material, including those which do not follow the instructions, will NOT be considered.**

**OTHER INFORMATION:**

**Benefits:** Currently, City of Bozeman benefits ( subject to change depending on availability of funds) include: medical, dental and vision insurance, prescription drug coverage, flexible benefits plan, 15 days vacation and 12 days sick leave per year, 11 paid holidays, retirement, life insurance, health club membership, and an optional deferred compensation retirement plan.

**Equal Employment Opportunity:** It is the policy of City of Bozeman that the City does not discriminate on the basis of **race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability** in employment or the provision of services. This policy does not preclude discrimination based upon bona fide occupational qualifications or other recognized exceptions under the law.

The Montana Human Rights Act requires the City of Bozeman to make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed. The **City of Bozeman Equal Employment Opportunity Applicant Survey** (attached to the application) once completed, will be separated from your Application. The survey information will be kept confidential, used only for statistical reports and other lawful purposes. The information you and others provide will be used to monitor the City's recruitment and selection practices. This form is optional: failure to complete this form will have no impact on any employment decision.

**Application and Selection Process:** The process used to evaluate an applicant's qualifications may include, but is not limited to an evaluation of the City of Bozeman Application for Employment and supplemental questions if required, a performance test or work sample, a structured interview and reference and background checks. Applicants will be notified when screening has been completed.

**Reasonable Accommodations:** The City of Bozeman makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the City to consider any such accommodation, the applicant must make known any needed accommodation.

**Employment Preference:** The **Veteran's Public Employment Preference Act** and the **Persons with Disabilities Public Employment Preference Act** provide preference in public employment for certain military veterans and people with disabilities or their eligible relatives. Applicants wanting to claim either veterans or disability preference must provide the appropriate documentation of eligibility with the application. The required documentation may include a DD-214; a document issued by the Office of the Adjutant General of the Montana National Guard certifying service; or a PHHS Certifications of Disability form. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services for details on obtaining persons with disabilities preference certification. For more information, contact the Human Resources office at (406) 582-2300.

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documentation that he or she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States Passport, Certificate of Naturalization, a Permanent Resident Card, an Alien Registration Receipt Card (Green Card) or a Resident Alien Card.

