



# Village of Indiantown

## Career Opportunity Parks Superintendent

**\$ 40,000 Annually**

**Full-time, Exempt Position, with benefits.**

***Submission Deadline Extended to: November 8, 2019, at 4:00 p.m.***

Apply your skills and talents to a dynamic career opportunity with Florida's newest municipality! The Parks Superintendent is an exciting and fulfilling position responsible for:

- The supervision, planning, organizing and oversight of maintenance operations of the Village's three (3) parks and associated land, facilities/buildings and site amenities; and
- Overseeing the work performed by contractors, consultants, vendors, Staff and volunteers; and
- Coordinating services and assisting in the delivery of recreation and cultural programs.

Indiantown is a rural community in Florida's Treasure Coast first established in the early 1900's, then incorporated in 2017 as the newest local government in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and its potential for community building and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Because our staff is small, we're called upon to apply versatile talents and skills across many disciplines making our daily work very challenging and dynamic.

### Position Summary

With minimal supervision from the Village Manager, this position provides varied supervisory and operational oversight in support of the Parks and Recreation Department; oversees the work performed by contractors, consultants, vendors, Staff and volunteers; oversees participant and citizen communication/correspondence; oversees the Special Event Permitting process for events in the Village's parks; receives, maintains, and answers questions regarding registration forms and fees for programs and rentals; maintains a pro-active approach to safety, implementing and evaluating sound risk management procedures; and exercises functional supervision over technical, clerical and contractual staff and of volunteers. May require evening, weekend, and holiday hours.

### Application Process

Time is of the essence. A resume and cover letter, not to exceed four (4) pages collectively, must be received **by November 8, 2019, at 4:00 p.m.**; however, the position will remain open until filled.

An **original, signed** version of a candidate's submission, with the candidate's legal signature on the cover letter, may be hand-delivered to the Office of the Village Clerk at the address listed on the footer of this announcement. Please note that the Villages office hours are only 8:30 a.m. – 12:30 p.m. on Tuesdays and 9:00 a.m. – 5:00 p.m. on Thursdays and Fridays. Applicants may also e-mail their submissions to [aosterman@indiantownfl.gov](mailto:aosterman@indiantownfl.gov). **E-mail submissions are preferred.**

Regardless of the method of submission, the signed cover letter shall include the statement: *"I certify all information contained in the application cover letter and resume are true and accurate."*

Professional references are optional at the time of submission; however, they may be requested if the candidate is invited to an in-person interview. References submitted at this stage must be limited to a one (1) page list.

## Qualification Guidelines

Preferred candidates will have a combination of experience, education, and/or training that would likely produce the knowledge, skills and abilities required to perform the work.

### Education:

Bachelor's Degree or equivalent in Parks Administration/Maintenance or a related field from an accredited college or university, or any equivalent combination of education, experience, and training which provides the required knowledge, skills and abilities.

### Experience:

Three (3) years of experience in providing professional-level operational support and supervision of municipal, county or state agency parks, or related experience managing recreational programs and similar activities involving the public.

### Licensure, Certification, Registration or Special Skills:

Possession of, or the ability to obtain, a Florida driver's license by the time of appointment. Candidates who do not meet this requirement due to a disability will be reviewed on a case-by-case basis. Certified Parks and Recreation Professional (CPRP) designation preferred, or the ability to obtain certification within one (1) year. This requirement may be adjusted by the Village Manager based on the program's schedule. CPR certification preferred, or the ability to obtain certification with three (3) months. Bilingualism in the Spanish language is preferred, but not required.

### Validation and Background:

Applicants certify the complete accuracy of all information provided, are subject to background checks, proof of educational degree(s) and certification(s) and may be asked for professional references.

## Preferred Knowledge, Skills, and Abilities

### Knowledge of:

- Municipal government structure, operations, services and activities.
- Microsoft Outlook, Microsoft Office, and Adobe Acrobat (Adobe Pro preferred).
- Business correspondence and periodic report development.
- Principles and practices of budget development and monitoring.

- Methods and techniques of providing quality customer service to Village Staff, members of the public and county, state, and federal agencies.
- Applicable Federal, State, and local laws, ordinances and regulations.
- Safety practices and procedures.
- Proper business grammar, spelling and mathematical calculations.
- Invoicing and check processing procedures.
- Supervisory principles and practices.
- Project management principles and techniques.
- The local geographical area.
- Contract management and contractor/vendor oversight.
- Principals, best practices and objectives of parks and recreation administration and maintenance.

#### Skills and Ability to:

- Implement and formulate policies and procedures.
- Coordinate special events with other Village departments and divisions, and external agencies.
- Organize work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise technical, clerical and contractual Staff and volunteers.
- Independently use modern office equipment (e.g. personal computer/laptop, printer, copier, scanner and fax machine).
- Demonstrate decision-making, conflict resolution, negotiation, and organizational skills.

#### Essential Functions and Duties (Select Examples)

- Draft and/or update policies, procedures, agenda items, resolutions or ordinances.
- Assist with the composition of parks-related grant applications and administer parks-related grants received.
- Pursue continuing education through industry specific professional organizations or universities.
- Maintain databases/spreadsheets for tracking information, including reservations, for reporting purposes.
- Provide periodic reports to the Village Manager and Village Council.
- Serve as project manager and contract administrator for various contractual services or vendor contracts.
- Review vendor invoices for accuracy, resolve discrepancies, and process invoices for payment.
- Assist in preparation of the departmental budget.
- Monitor the departmental budget.
- Supervise technical, clerical, contractual, vendor and volunteer personnel.
- Oversee the Special Event Permitting process for events in the Village's parks and assist other departments with Special Events outside of the Village's parks.
- Receive, maintain, and answer questions regarding registration forms and fees for programs and facility rentals.
- Maintain a pro-active approach to safety, implementing and evaluating sound risk management procedures.
- Position may require extension of the workday due to meetings and workload, as well as weekend and holiday hours for special events.
- Performs other duties, as required.

## Work Environment (Physical and Mental Demands)

- Environment:  
Work is performed outdoors subject to changing local weather conditions (e.g. heat, cold, rain, humidity, wind, etc.) and in an indoor office environment. Work frequently requires travel to different locations inside and outside of the Village that may be indoors or outdoors.
- Emotional/Psychological:  
Frequent decision making and multi-tasking required; occasional working alone; and frequent contact with the public, sometimes encountering angry or upset patrons or citizens. May encounter emergency situations (e.g. injuries and damaged equipment/facilities) and be able to handle them appropriately.
- Mobility:  
Frequent standing, sitting or walking for extended periods; frequent driving; occasional to frequent pushing/pulling of up to 50 pounds; occasional to frequent reaching, bending, kneeling, stooping, squatting and crawling; occasional to frequent lifting of up to 50 pounds. Occasional balancing, turning and climbing.
- Dexterity:  
Frequent repetitive motion from writing, using a computer keyboard, grasping, holding and reaching.
- Vision:  
Constant use of good overall close and distant vision. Frequent use of color perception; hand/eye coordination; depth perception; and peripheral vision.
- Hearing/Talking:  
Frequent hearing/talking to others on the telephone and in person; frequent hearing of faint sounds and occasional hearing of loud sounds.

## Compensation and Benefits

Employee compensation normally begins at the beginning of the salary range; however, in the Village Manager's discretion, it may be adjusted depending on qualifications.

Village employees are provided the following benefit package at this time:

- Participation in the Florida Retirement System (Village and employee contribution)
- Participation in the Federal Social Security program (Village and employee contribution)
- Participation in an optional deferred compensation program (no Village contribution)
- Thirteen (13) paid Village holidays
- Health, vision, and dental insurance (partially subsidized by the Town)
- Paid annual and sick leave benefits

The Probationary Period is six (6) months.

*Re-Posted on: October 31, 2019*