



<b>Title:</b> Recreation Superintendent	<b>Department:</b> Parks & Recreation
<b>Effective Date:</b> 1/1/1993	<b>Last Revised:</b> 4/2026
<b>EEO Category:</b> Professionals	<b>Status:</b> Exempt

GENERAL PURPOSE

The Recreation Superintendent is a division head position with Layton City. The Recreation Superintendent is directly responsible for the day-to-day operations of the Recreation Division and the Amphitheater Division and is expected to manage these divisions with minimal supervision. Is responsible to ensure that Layton City Recreation and Amphitheater programs, and employees maintain the high professional standards and level of excellence that Layton City expects.

Performs a variety of **general administrative and first-line supervisory duties** as needed to coordinate the establishment, organization, scheduling and operation of specific recreation programs emphasizing participation and instruction in women's, men's or youth sports and for city special events.

SUPERVISION RECEIVED

Works under the general supervision of the Parks & Recreation Director.

SUPERVISION EXERCISED

Provides general supervision to Amphitheater Technical Director, Recreation Supervisors(s) and various part-time, seasonal, and volunteer personnel.

ESSENTIAL FUNCTIONS

Promotes and follows the City's mission statement, values and expectations.

Participates as a member of the Parks and Recreation Department's management team, involving policy and procedure development, problem solving and decision making for all phases of Parks and Recreation Department services.

Plans, establishes and organizes programs designed to meet the recreation needs of various groups or categories of participants; monitors program activity to assure quality and serve as trouble shooter; supervises the operation and activities of such programs as adult/youth basketball, adult/youth baseball, gymnastics, soccer and boy's football; determines necessary components (i.e. instructors, facilities, fees, volunteer coaches, game officials and umpires, etc.); coordinates and instructs recreation related seminars and workshops.

Recruits, hires and trains recreation coordinators, amphitheater staff, and part-time personnel; monitors performance to assure quality programs and services; makes recommendations affecting personnel status such as retention, advancement, and discipline.

Manages Park concessions; hires vendors following City purchasing procedures; develops relationships with vendors; assures quality products; monitors concession operations to assure compliance with established goals and standards; manages concession revenues according to established procedures.

Serves as liaison and advisor to various committees and sports interest groups; coordinates and implements actions as needed to best serve community interests; prepares and delivers reports as needed

to advise department head of program activities and results.

Provides supervision over the Ed Kenley Amphitheater. Works closely with Davis Arts Council to ensure wise management of the facility along with the technical aspect of the Amphitheater. Oversees renting facility to the public. Takes care of maintenance of equipment, sees that it is set up correctly and can be used for programs. Oversee the training, hiring and scheduling sound technicians and lighting technicians.

Directs and performs program and special event marketing and advertising; utilizes various media vehicles to reach all segments of the public and educate in recreation programs; performs general public relations as needed to address concerns and interests of the public; addresses various groups and clubs to solicit time and financial assistance for special programs; secures business sponsors; reviews complaints, problems and concerns expressed by the public; analyzes circumstances and issues and develops alternative solutions; initiates action to create change as needed.

Coordinates access to local facilities; responsible for the security and well-being of recreational facilities, buildings, and surrounding areas. See what bills are paid and continue to develop relationships with school district. Assures a safe environment both indoors and outdoors through periodic safety checks of facilities and equipment. Works holidays to oversee the 4<sup>th</sup> of July, 24<sup>th</sup> of July, Veterans Day programs and activities and winter lighting ceremony.

Prepares division budget and makes revenue projections; submits to department head for review and approval; monitors on-going expenditures to assure compliance with fiscal goals; establishes fee schedules for program participation; aids in the preparation of bids and the purchasing of required equipment as necessary.

Directs the preparation of yearly calendar of recreational activities; prepares and distributes program schedules, dates and time; secures access to various community facilities as needed to run programs; plans and coordinates tournament games; secures prizes and sponsors as necessary; assures maintenance and good condition of all equipment and inventory used.

Plans, directs and oversees the building of parks and facilities as directed by the director.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in recreation management (preferably from a NRPA accredited program), public administration, physical education or some other related field;

AND

B. Four (4) years of progressively responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge** of the methods and techniques of developing and operating recreation programs; of the philosophy and objectives of community recreation programming; team sports management; community and public relations; principles and practices of general management including fiscal and human resources; budgeting processes and general accounting; rules and regulations of a variety of sports and recreational activities; of equipment, facilities, operations and techniques used in a comprehensive community recreation program; **working** knowledge of the operation personal computers and various software applications including spreadsheets, word processing, etc.

**Ability to** organize recreational leagues, establish team rosters and schedule games, tournaments and other play activities; to establish and maintain effective working relationships with employees, various age groups, other organizations, and the public; administer a large work program; prepare and present budget estimates; direct, motivate, develop and evaluate subordinates; communicate effectively, verbally and in writing.

3. Special Qualifications:

Certified Parks and Recreation Professional (CPRP) is preferred.

Must possess a valid driver's license and be able to acquire a Utah Driver's License within 6 months from hire date.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, lifting, etc. Communicating, i.e. Talking, hearing and seeing essential to job effectiveness. Common eye, hand, and finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.