

## **Parks & Assistant Public Works Superintendent Responsibilities - Draft Job Responsibilities:**

This position reports to the Public Works Superintendent and serves as a back-up when he/she is away.

*Note: Due to limited preparation time, this list is not complete and should only be considered a draft.*

- Assigns, directs, and supervises Parks employees in the operations necessary to achieve goals within available resources.
- Seeks alternative funding sources (e.g., grants) or other financial opportunities in an effort to maximize all appropriate and reasonable funding sources.
- Makes presentations to City Council, boards and commissions, civic groups and the general public.
- Acts as a community liaison in matters related to the Parks and Public Works in general.
- Manages special projects.
- Coordinates volunteers for individual and group projects related to city events and/or city parks and property while following city procedures and record keeping policies.
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- Plans and organizes workloads and staff assignments; trains, advises, motivates and evaluates assigned staff; reviews progress and implements changes as needed within Parks operations in close coordination the Public Works Superintendent.
- Plans, supervises, and directs employees and resources for a comprehensive maintenance and development program for parks and other city owned public use areas.
- Plans and supervises projects and programs related to landscape, grounds and forestry, as well as naturalist activities.
- Communicates official plans, policies and procedures to staff and the general public.
- Performs a wide range of tasks (within the ability and resources of the Parks & Assistant Public Works Superintendent) at the oral or written direction of the Public Works Superintendent or in his/her absence, the City Administrator.