

**POSITION DESCRIPTION  
COUNTY OF JOHNSON, INDIANA**

**POSITION:** Assistant Superintendent  
**DEPARTMENT:** Parks and Recreation  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M - F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** May 2017

**STATUS:** Full-time

**DATE REVISED:** July 2023

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Johnson County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Assistant Superintendent for the Johnson County Parks and Recreation Department, responsible for Hoosier Horse Park facilities, responsible for assisting with staff management, park maintenance and developments, administrative functions and planning.

**DUTIES:**

Works with other department personnel in maintaining park property and facilities, including operating and inspecting/monitoring recreation equipment, reporting, and/or assistance with needed repairs. Recruits and trains volunteers.

Assists the department Superintendent with research and planning of capital improvement projects.

Plans, schedules, and coordinates HHP park events, including assessing citizen needs/interests, developing long-range plans, evaluating programs/activities, and working with other department personnel in implementing programs.

Schedule and organize equine shows at Hoosier Horse Park.

Develop the HHP Sponsorship Program and partnership opportunities.

Recruits and trains HHP volunteers.

Develop, maintain, and distribute promotional materials, website, program brochures, and news releases.

Maintains frequent communication with Superintendent, Maintenance Supervisor, Recreation Director, and Park Board discussing daily activities and recommendations regarding new events and procedures.

Promotes the park and HHP events throughout the community by occasionally making public speaking presentations and writing news media releases.

Prepares monthly recreation activity report on computer, and presents at monthly Park Board meetings.

Assists department personnel in designing and coordinating landscaping and planting projects.

Assists department personnel in grant research and applications.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS:**

Baccalaureate Degree in education, recreation, management or related area, or equivalent combination of education and experience. Minimum of three years of management or event experience.

Must be at least 21 years of age.

Working knowledge of and ability to make practical application of principles and practices of recreation program management, and department policies and procedures.

Ability to meet all employer and Department hiring requirements, including passage of a drug test.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed work reports and maintain accurate records.

Ability to operate standard office equipment, such as computer, calculator, copier, scanner, and telephone.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to provide public access to or to maintain confidentiality of department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, community organizations, Park Board members, park patrons, recreation program participants, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.  
Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to regularly work extended hours and weekend hours, occasionally work evening hours, and serve on 24-hour call for emergencies.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent's duties are somewhat broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in identifying communication recreation needs, planning and coordinating appropriate program activities, and supervising personnel.

## **III. RESPONSIBILITY:**

Incumbent performs according to standard practice of the professional field. Incumbent discusses daily activities, plans, and problems with supervisor. Incumbent directly supervises all Hoosier Horse Park staff. Incumbent's work is reviewed primarily for attainment of program objectives and effect on department goals and objectives.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, community organizations, Park Board members, park patrons, Hoosier Horse Park patrons, recreation program participants, and the public for purposes of exchanging information, explaining/interpreting policies and procedures, and coordinating program activities.

Reports directly to Superintendent.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a standard office environment, outdoors, and driving a vehicle, involving walking/standing for long periods, walking on uneven terrain, sitting and walking at will, lifting/carrying objects weighing less than 50 pounds, reaching, bending, handling/grasping/fingering objects, crouching/kneeling, hearing sounds/communication, close and far vision, and exposure to adverse weather, extreme outdoor temperatures, odors, dust, dirt, power tools/equipment, and occasionally working in high places.

Incumbent regularly works extended hours and weekend hours, occasionally works evening hours, and serves on 24-hour call for emergencies.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Assistant Superintendent for the Johnson County Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name



