

# Job Description

**Job Title:** Event Superintendent

**Department:** Recreation

**Supervisor:** Executive Director

**Summary** - Position is a full time salaried position with full benefit package

- directly responsible to the Executive Director of the Macomb Park District
- works in conjunction with all departments of the Macomb Park District
- Effectively manages events, programs, and facility events. Shall include creation, design, promotion, staffing and volunteers
- Perform administrative duties associated with management of programs and events.
- must represent the Macomb Park District in a professional manner
- responsible for specific and over all promotion of the Macomb Park District and the services provided
- must be able to demonstrate effective leadership, good judgment and time sensitive issues
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; employee disciplinary action; addressing complaints and resolving problems.
- Responsible for organizing rental equipment
- Other duties as assigned

## Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- Design - Generates creative solutions; uses feedback to modify designs; applies design principles; demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; uses reason even when dealing with emotional topics.
- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.
- Delegation - Delegates work assignments; gives authority to work independently; sets expectations and monitors delegated activities.
- Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others.
- Recruitment & Staffing - Exhibits sound interviewing skills; presents positive, realistic view of the organization; makes quality hiring decisions.

- Cost Consciousness - Works within approved budget; develops and implements cost saving measures; conserves organizational resources.
- Personal Appearance - Dresses appropriately for position; keeps self well groomed.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings on time.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals.
- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate and percent.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in various situations.

**Salary: \$36,500 – \$45,000**

*Last Review – January 2017*