

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Community Events-Amenities Program Supervisor**

**POSITION NUMBER: PR1154**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under the direction of the Outdoor Adventure Superintendent, serves as a member of the Outdoor Adventure Department. Experience coordinating large scale events. Ability to coordinate with community groups, vendors, and organizations. This position plans, budgets, organizes, implements and creates schedules for community events that enhance Shawnee County. Responsible for leading teams of staff and volunteers to design and implement standards that ensure smooth and successful event operations. Has excellent organizational and time management skills including significant attention to detail. Secures and book suitable venues or locations ensuring that insurance, legal, health and safety obligations are adhered to. Plans event layouts and coordinates with department staff. Monitors and ensures customer satisfaction on the quality of services provided to public. This position manages, budgets, organizes, hires and evaluates all the seasonal facilities and operations. Updates marketing strategy for program services to increase resident awareness and inspire them to use Shawnee County Parks and Recreation as their “first choice” agency for programs for their family. Develops a cost of service process to determine direct and indirect cost of providing services to the community. Responsible for accounting procedures to insure that all money is accountable. Looks for ways to operate in a more efficient manner when planning. Establishes security presence for all facilities to ensure the safety of all participants and visitors. Performs other duties as required.

**WORK PERFORMED**

- 50% Supervising.** Plans, schedules, inspects, and supervises work of staff with respect to accountability for performance and behavior including approval of absences to conform to personnel needs, discipline of employees, staff development and training. Completes performance evaluations and other personnel related functions.
- 30% Daily Operations.** Oversees the daily operations of the unit which also includes: Assisting the Superintendent in developing and implementing policies and procedures; provide information and recommendations; Help develop Capital Improvement Plans long term and short term goals of the sub-division; Preparing bid specifications and monitoring project and program completion and expenditures; responsible for coordination and communication with staff.
- 10% Customer Service.** Performs customer service skills such as: answering telephones, attending public meetings, meeting with civic organizations and schools.
- 10% Budget Preparation.** Plans, prepares and oversees Unit budget.

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**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- A variety of recreation programs and current recreation trends.
- Scheduling and utilization.
- Public relations, advertising and marketing; cost/benefit analysis and budget recovery analysis.

**Ability to:**

- Plan, assign, coordinate and direct the work of others.
- Establish and maintain effective working relationships with other employees and the public.
- Communicate with all divisions on daily basis.
- Apply Shawnee County and department resolutions to activities.
- Communicate effectively, both orally and in writing, using the English language.

**Skill in:**

- Providing leadership and direction to employees.
- Marketing and public relations.

**PHYSICAL REQUIREMENTS**

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

|                 | N | O | F | C |                   | N | O | F | C |   | N | O | F | C |
|-----------------|---|---|---|---|-------------------|---|---|---|---|---|---|---|---|---|
| <b>HANDS</b>    |   |   |   |   | <b>BODY/TRUNK</b> |   |   |   |   | <b>OTHER</b>  |   |   |   |   |
| Reaching        |   |   | X |   | Sitting           |   |   | X |   | Driving   |   |   | X |   |
| Pushing/Pulling |   |   | X |   | Bending           |   |   | X |   | High Elevation  | X |   |   |   |
| Climbing        | X |   |   |   | Reaching          |   |   | X |   | Unprotected Heights                                       | X |   |   |   |
| Throwing        | X |   |   |   | Lifting           |   |   | X |   | Around Moving Machinery                                   | X |   |   |   |
| <b>ARMS</b>     |   |   |   |   | Carrying          |   |   | X |   | Driving Automotive Equipment                              |   |   | X |   |
| Reaching        |   |   |   | X | Jumping           | X |   |   |   | Exposure to Dust, Gases and Fumes                         | X |   |   |   |
| Lifting         |   |   | X |   | Twisting          | X |   |   |   | Cramped Body Position                                     | X |   |   |   |
| Pushing/Pulling |   |   | X |   | Squatting         | X |   |   |   | Sustained Positions                                       | X |   |   |   |
| Carrying        |   |   | X |   | Turning           |   |   | X |   | Noise Levels (Excessive)                                  | X |   |   |   |
| Throwing        | X |   |   |   | <b>LEGS/FEET</b>  |   |   |   |   | Electrical Hazards  | X |   |   |   |
| <b>EYES</b>     |   |   |   |   | Walking           |   |   | X |   | Slippery Surfaces   | X |   |   |   |
| Near Vision     |   |   |   | X | Standing          |   |   | X |   | Work Above Ground   | X |   |   |   |
| Far Vision      |   |   |   | X | Sitting           |   |   | X |   | Work Below Ground   | X |   |   |   |
| Color Vision    |   |   |   | X | Carrying          |   |   | X |   | Irregular Surfaces  | X |   |   |   |
| <b>VOICE</b>    |   |   |   |   | Climbing          | X |   |   |   | Moving Objects  | X |   |   |   |
| Talking         |   |   | X |   | Jumping           | X |   |   |   | In High Volume Traffic                                    | X |   |   |   |
| <b>EARS</b>     |   |   |   |   | Turning           |   |   | X |   | Exposure to Marked Changes in<br>Temperature and Humidity |   |   |   |   |
| Hearing         |   |   | X |   | Lifting           |   |   | X |   |   |   |   | X |   |

**EQUIPMENT USED**

Personal Computer  
Printer

Telephone  
Photocopier

Fax Machine  
Vehicles

Office Furniture

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**MINIMUM QUALIFICATIONS**

Degree from an accredited college or university in Parks and Recreation Management (administration), Recreation or a related field with course work in park administration, budgeting, child development, public speaking, business, recreation programming, education, psychology and sociology.

Three (3) years' experience in the recreation field. A Graduate Degree in the areas listed above may be substituted for two (2) years of experience.

Two (2) years' supervisory experience.

Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).

Driving record shall have no misdemeanor or felony convictions for traffic or vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc) on their driving record that are less than five (5) years old at the time the County-owned vehicle is being operated by the employee; have no more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old at the time the County-owned vehicle is being operated by the employee; and have no more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one year old at the time the County-owned vehicle is being operated by the employee.

**SPECIAL REQUIREMENTS**

Required to pass a pre-employment physical and drug screen.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

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I have read and understand the duties and requirements for this position.

|  |               |
|--|---------------|
| _____<br>Employee's Signature / Printed Name                 | _____<br>Date |
| _____<br>Administering Supervisor's Signature / Printed Name | _____<br>Date |
| _____<br>Appointing Authority's Signature / Printed Name     | _____<br>Date |

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Revision History: 04/17