

CITY OF KANSAS CITY MISSOURI

MANAGER OF COMMUNITY SERVICES

(Superintendent of Parks)

(Job Opening ID #511208)

Full-time position available with KCMO's Parks and Recreation Department, Community Services Division, 4600 E. 63rd St. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Coordinates the promotion of City-wide recreation, cultural and community services with departmental staff. Assists with planning departmental activities, supervision of staff and the budget to achieve departmental goals. Assigns, trains, directs, and evaluates the work of staff; makes recommendation on employment, retention, promotion, demotions and other personnel actions. Participates in the identification and formulation of the department's program goals and objectives and ensures the goals and objectives are met. Coordinates cooperation from a network of departments and agencies providing input to the various programs for a wide variety of the division. Assists in developing, and meeting annual objectives, goals and vision for the Community Services Division; recommends policies and procedures as necessary. Develops new programs, program descriptions, oversees and evaluates contracted programs and personnel. Develops, implements and administers policies, programs, procedures, fees and schedules for recreational activities, services and facilities. Makes oral and written presentations on division activities and proposed programs to various community organizations and boards. Prepares and presents staff reports and other necessary correspondence. Assists in identifying staffing and resources needs of parks operations. Coordinates and oversees the management of agreements with numerous community organizations. Facilitates and resolves citizen complaints. Establishes and maintains effective working relationships with various departments, organizations, and the community. Performs other duties as assigned.

REQUIRES an accredited Bachelor's degree and 5 years of responsible experience in the practices of park management, park maintenance, park administration, cultural facilities or recreation and at least 2 years in a related managerial position; OR an equivalent combination of qualifying education and experience. Salary Range: \$4,945-\$8,833/month. **Application Deadline: July 15, 2019.** Apply online at www.kcmo.gov/careers. *EOE. The City of Kansas City, Missouri is an equal opportunity employer committed to a diverse workforce.*

Contact: Mary Zannooz

Phone: 816-513-7557

Email: mary.zannooz@kcmo.org