



Job Posting

City of Mishawaka
600 East Third St
Mishawaka, IN
46544

POSITION: Superintendent of Parks and Recreation **DATE POSTED:** 04/08/2016
DEPARTMENT: Parks **DATE CLOSED:** 04/29/2016
SALARY: \$63,527.00
HOURS: 8am to 5pm

DEFINITION: The Superintendent is responsible for the administration, coordination and operation of all City of Mishawaka public parks and recreational facilities. The Superintendent works under the supervision and direction of the Park Board.

ESSENTIAL FUNCTIONS:

Administer and coordinate the efficient and effective operation of the Parks and Recreation Department including 30 parks, two swimming pools, a golf course and a community center by supervising the personnel, overseeing projects and implementing policies established by the Park Board.

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Graduate of an accredited 4-year college or university with major course work in parks and recreation.
3. Supervisory experience in parks and recreation administration or a combination of experience and training.
4. Valid Indiana Driver's License

PHYSICAL REQUIREMENTS:

The employee must be able to walk, stand, stoop, bend and lift up to 50 pounds unassisted and climb stairs. The employee must have the ability to traverse variable terrain not accessible by vehicle including steep slopes, unlevel grades and heavily vegetated areas. The employee must be able to visually review department facilities and work sites.

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: humanresources@mishawaka.in.gov

Please be sure to indicate the position you are applying for in your cover letter and resume.