



## **Assistant Park Supervisor**

Please look at what you can expect to earn as a **Assistant Park Supervisor** during your first year as a full time Employee with Washington County Government:

- Sixty (60) Hours Personal Time
- Eighty (80) Paid Vacation Hours
- Fourteen (14) Paid Holidays
- One Hundred & Twenty (120) Paid Sick Hours
- County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage.
- County Paid Employee Assistance Plan
- County Paid Life Insurance
- County Paid Accidental Death and Dismemberment Insurance
- County Paid Short Term Disability Insurance
- County Paid Long Term Disability Insurance
- Up to \$2,500.00 Annual Tuition Reimbursement Assistance
- County and Employee funded Defined Pension Plan
  - Vested in just five (5) years.
  - Credit for Prior Active Military Service and Unused Paid Sick Days.
- An Annual Salary of \$59,197 starting..

If our comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



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<b>JOB TITLE:</b>	Assistant Parks Supervisor	<b>GRADE:</b>	12
<b>DEPARTMENT:</b>	Parks and Recreation	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Parks Supervisor		

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**GENERAL RESPONSIBILITIES:**

Manage Park attendants and pool facility staff. Oversee, coordinate and manage the implementation of Park improvement projects at multiple locations. Assist with promoting park programming and events. Manage and monitor revenue and expenses of assigned staff and programs.

**ESSENTIAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position from the Department Director).

1. Supervise seasonal and part-time Park and Pool staff.
2. Ensure that Park facilities and rentals are staffed and ready for use.
3. Manage Park Attendant staff scheduling; Direct attendant activities and provide direction.
4. Under general direction, direct the activities of planning and design responsible for the acquisition, planning and design of Park improvement projects.
5. Prepare scopes of work, requests for proposals, negotiate contracts, and manage project implementation.
6. Coordinate with contractors and County staff to complete park improvement and amenity projects.
7. Coordinate with County staff to prepare and manage park planning initiatives.
8. Identify and prepare grant applications to assist with supporting capital improvement and Parks and Recreation programming.
9. Manage the grant administration process for compliance including collecting, preparing and maintaining reports, invoices and reimbursement requests.
10. Compile and maintain related reports and records of projects; prepare correspondence, memorandums, promotional materials and any other written work as assigned by Director.
11. Manage electronic database of assigned projects and monitor revenues and expenses of pool and rental facilities.
12. Schedule and attend related meetings or Boards as assigned by Director.
13. Coordinate with County staff to promote and market Park facilities, amenities and programs.
14. Available to assist with Parks and Recreation programs and events
15. Operate a County vehicle to visit Parks and transport equipment as needed.
16. Operate a County vehicle or equipment to assist with snow removal in the Parks
17. Perform other related duties as required by the Director.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Comprehensive knowledge of park planning, design, and construction projects.
2. Ability to possess a high level of technical expertise combined with strong interpersonal and management skills.
3. Knowledge of training and supervisory techniques.
4. Ability to work well with a wide variety of people to include part-time staff, park and recreation professionals, County staff, contractors, and other recreation professionals.
5. Excellent oral and written communications skills.
6. Ability to work independently.

**EDUCATION AND EXPERIENCE:**

1. Bachelor's Degree in Parks and Recreation, Landscape Architecture, Construction Management, or comparable field preferred
2. Minimum three (3) years of experience working in Parks and Recreation, or design and construction management fields.
3. Proficient in MS-Office computer software (Word, Excel, Power Point, etc.).
4. Experience in GIS, AutoCAD, or alternate computer aided design and graphic software preferred

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Occasional lifting of equipment, materials, boxes of paper, other program supplies, and snow removal equipment and materials. The weight ranges from 20 - 60 lbs.

**SPECIAL REQUIREMENTS:**

Possession of a valid driver's license.

Certified Pool Operator (CPO) Certification required or the ability to obtain within 6 months of hire date

Ability to work Park and Recreation special events

Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential tasks.

2/2020; 01/2025

Easy Ways to Apply:

Visit our website at <https://www.washco-md.net/jobs/>

or

Complete and email an Application to [hrservice@washco-md.net](mailto:hrservice@washco-md.net)

Current County Employees (Internal Candidates) are required to use an Internal Application (including resume) when applying

or

Apply Online: <https://www.washco-md.net/internal-jobs> .

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:**

**Tuesday, February 11, 2025 4:00 pm**