

QUALIFICATIONS

Thorough knowledge of general management principles, project and operations oversight. Knowledge of the principles, practices and methods of recreation facility management. Considerable supervisory experience, strategic planning and professional development required. Excellent analytical, problem-solving and decision making skills; the ability to communicate clearly and effectively both orally and in writing; and the ability to logically and independently plan, organize and complete multiple assignments in a timely manner. Must possess high initiative, well-developed interpersonal skills, and the ability to establish and maintain effective working relationships with city officials, employees and the general public.

Baccalaureate degree from an accredited college or university in a related field is required. Master's Degree in Public Administration, Business Management or related field or other combination of knowledge, skills and experience preferred. Excellent oral and written communication skills. Seven to ten years of progressive experience in an administrative position managing recreation programs and facilities with supervisory experience or any equivalent combination of experience and training highly desired.



SALARY AND BENEFITS

The current pay for this position ranges from \$37.39/hr. (\$77,770/yr.) up to \$51.93/hr. (\$108,014/yr.). Starting rate is contingent upon the candidate's related skills, education, knowledge, and abilities. Extensive benefits include medical and dental insurance, life insurance, comprehensive wellness program, attractive retirement plan under the Ohio Public Employee Retirement System, paid holidays, vacation leave and sick leave.

TO APPLY

Interested candidates should submit a resume and cover letter, including a brief overview of relevant work experience and education by 5:00 p.m. on Friday, August 31, 2018 to:

Human Resource Department
Kettering Government Center
3600 Shroyer Road
Kettering, OH 45429-2799

Apply by email to
ketteringhumanresources@ketteringoh.org
or fax 937-296-3371.

Please visit www.ketteringoh.org for more detailed information about this position. For more information about the Kettering Parks, Recreation and Cultural Arts Department, visit www.playkettering.org.



*The City of Kettering is an
Equal Opportunity Employer*

Kettering Parks, Recreation and Cultural Arts



Superintendent (Recreation)

THE CITY

Kettering, Ohio, is a well-established suburban community with an excellent reputation for innovation in government and outstanding amenities. Kettering has been recognized regionally as a “Best Place in the Dayton Area to Raise a Family” and nationally as one of *Money* magazine’s 2014 “Best Places to Live in America.”

A suburb of Dayton, Ohio, Kettering is the second largest city in Montgomery County. Kettering has the best of both worlds—access to big city amenities with the comfortable feel of a small town. Kettering offers a strong quality of life, friendly neighborhoods and world renowned cultural arts opportunities in a safe and peaceful environment. The City of Kettering is a community of 56,163 residents and approximately 1,700 businesses.

Kettering possesses a “can-do” attitude for economic development having conducted a number of successful redevelopment projects. The Kettering Business Park is a prime example. City officials transformed a dated military base into a beautiful, innovative business park complete with modern communications, utilities and new roadways within ten months’ time. Governor’s Place is another example of how City ingenuity turned blight into a thriving economic center. Kettering has a successful mixture of commerce and residential development and in many instances, the two work in tandem to create a vibrant community.

Kettering is also well known for its’ quality school system. Recognized with an “Excellent with Distinction” rating, Kettering schools provide a diverse range of academic and extracurricular opportunities. Kettering is home to one of 12 public STEM (Science, Technology, Engineering and Math) schools across Ohio, as well as four private elementary schools and a private high school.

Quality of life is more than a phrase in Kettering. Providing residents, employees and visitors with quality “**Kettering is Home**” experiences is a sincere and purposeful endeavor.

THE DEPARTMENT

The City of Kettering Parks, Recreation and Cultural Arts Department is a three-time Gold Medal Award winner recognizing the very best agencies in the country and is one of seven Departments in the state of Ohio to be fully accredited. More than 21 parks span the City and nearly all Kettering residents live within a mile and a half of an exceptionally maintained park. Kettering has been a tree city for more than 30 years running, with green space and parks being integral quality of life factors. Kettering offers two very affordable fitness centers as well as an outdoor water park, ice arena and senior center. Both residents and those who work within the City enjoy a desirable rate for membership, programs and classes.

The City of Kettering supports Cultural Arts initiatives by operating a well-respected fine arts center. The Gallery at Rosewood Arts Centre has hosted shows by artists from all over the country and commissions work with international talent. Public art pieces can be enjoyed all over the community and the art center offers an impressive array of classes for art enthusiasts at every age and talent level.

Fraze Pavilion recently celebrated over 25 years of offering “The Summer’s Best Music” in Kettering. Consistently ranked in the top 50 outdoor amphitheaters worldwide, artists like Sheryl Crow, James Taylor, Ringo Starr, Harry Connick Jr. and Vince Gill have graced the Fraze stage. Fraze also hosts a variety of free festivals throughout the summer in idyllic Lincoln Park.



MISSION STATEMENT

The Kettering Parks, Recreation and Cultural Arts Department provides parks, recreation and cultural art spaces, places and programs that make Kettering a premier community to call home.

THE POSITION

The City of Kettering’s Award winning Parks, Recreation and Cultural Arts Department is recruiting to fill the regular full-time position of **Superintendent (Recreation)**. The Superintendent is a professional and administrative position responsible for directly managing and coordinating the activities and operations of the Recreation Division, including the associated recreation facilities, programs and staff. The Superintendent works closely with the Leadership Team members to ensure department communication, collaboration and accountability. This position is responsible for the development and implementation of nearly 2,000 comprehensive recreation programs, services and facilities. This position also provides direction and/or direct involvement with interpersonal and disciplinary situations among participants and employees. The Superintendent (Recreation) oversees and evaluates the various user contracts pertaining to the Recreation Division and school rental agreements. This position is accountable for the preparation of the annual Recreation Division budget and weekly, monthly, quarterly and yearly analysis. This position also evaluates, directs and supervises the management of the recreation facilities and operations. The Superintendent also develops effective monitoring and evaluating systems and establishes goals and objectives consistent with the department’s balance score card. In conjunction with other City employees on the Capital Improvement Team, this position is responsible for creating the yearly Capital Improvement and Capital Equipment budgets for the Division. The Superintendent reports to and works under the general supervision of the Director of Parks, Recreation and Cultural Arts.