city of Norton Shores

Internal Memo

September 17, 2020

TO: Mark Meyers, City Administrator

FROM: Mike Huston, Finance/Parks and Recreation Director

SUBJECT: Reorganization of the Parks and Recreation Division

This memo is to propose a course of action for the Parks and Recreation Division to meet future needs when I retire as my current title includes both Finance/Parks and Recreation Director. As we have discussed, the incoming Finance Director will no longer assume the duties of the Parks and Recreation Director. The Parks and Recreation Division would then fall under the Administrative Services Department where it was situated prior to the Finance Department. The Director of Administrative Services, Anthony Chandler, would be the Department Head for the Parks and Recreation Division.

We are proposing to reorganize the Division to include a Parks and Rec Superintendent position which would be filled by Brian Clarke, the current Parks and Rec Supervisor. The new Parks and Rec Superintendent position would oversee the operations of the Division and work with the Department Head on the planning, organizing, and directing of the Division's programs and services provided to the community. The Parks and Rec Supervisor will then be converted into a hybrid position combining the Parks and Rec Supervisor and Coordinator position, of which the latter was recently eliminated (please see attached job descriptions).

The newly formed Supervisor/Coordinator hybrid position will handle the day-to-day administrative functions for our sports programs and scheduling along with being a working supervisor to our daily duties in the field. This position will handle and update our webpage with scores and information on a regular basis. They will also assist in gaining new sponsorships for the parks and other public functions.

With this reorganization in place, we are confident that the Parks and Recreation Division under the new structure will continue to deliver first-rate programs and that services will run smoothly with our high standards maintained. The staff believes that by reorganizing the Division as proposed, we will be able to not only save money by limiting overlap in duties (see attached cost analysis), but also streamline activities so we may enhance our impact on the community. I look forward to discussing this proposal with you.

CC: Brian Clarke, Parks and Recreation Supervisor
Anthony Chandler, Director of Administrative Services

PARKS AND RECREATION SUPERVISOR

NATURE OF WORK

This position performs responsible skilled work in the operation and provision of municipal recreational programs and park facility maintenance. They are also responsible for organizational and clerical support for all Parks and Recreation Division activities and programs. The position will be responsible for registering and scheduling various sports leagues and activities, issuing permits for City parks and buildings, and planning and coordinating of public events sponsored by the City. This position is responsible for organizing and scheduling activities of personnel engaged in the maintenance of park facilities. Considerable initiative and independent judgement must be exercised. Work is performed under the general supervision of the Parks and Recreation Superintendent.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Supervise all part-time seasonal parks/recreation maintenance workers, programs, facilities, equipment and maintenance.
2. Supervise and evaluate activities and programs.
3. Schedule work to be done and assign jobs for the day, train and instruct part time parks and recreation maintenance workers.
4. Operate and maintain light equipment such as chain saws, mowers, leaf vacuums, trimmers, trucks, etc.
5. Manipulate controls to operate equipment in a safe and efficient manner.
6. Perform various parks maintenance tasks, including painting and repairing public buildings, mowing grass and raking leaves.
7. Recommend the purchase of supplies, equipment, and capital improvement items.
8. Recommend procedures for the operation of the Parks and Recreation Division.
9. Report to Parks and Recreation Superintendent on a regular basis.
10. Serve on-call duty as required by Division operations.
11. Perform related work as required and other duties as assigned.
12. Coordinate and maintain a schedule of recreational programs including Slow-pitch softball, youth hockey and cheerleading/ dance class, etc.
13. Register teams and/or individuals for activities and collect appropriate fees.
14. Act as main contact to coaches, players, participants, and vendors.

15. Plan, coordinate, and execute city-wide sponsored Parks and Rec events.
16. Maintain rosters and notify affected personnel of scheduling changes as they occur.
17. Present rules and procedures as required and report violations as necessary.
18. Provide in person phone and electronic customer service for the Division.
19. Prepare and process purchase requisitions and maintain records on same.
20. Create and maintain general files.
21. Open and process mail payments as necessary.
22. Coordinate tech for programs and interactive websites.
23. Meet with potential sponsors/vendors for Art Fair
25. Lead person for Art Fair/ Stand Up For The Cure events.
26. Network and outreach with the public for community events.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this case, upon appointment, should have the equivalent of the following:

- Graduation from an accredited high school or equivalent.
- Valid Michigan Driver's License and good driving record.
- Mechanical aptitude and experience in municipal parks and recreation operations.
- Reasonable knowledge of the operation and maintenance of light equipment.
- Ability to operate lawn and garden equipment skillfully and safely.
- Ability to plan, organize, coordinate, evaluate, and supervise the activities and personnel involved in a comprehensive parks and recreation program.
- Ability to interpret and present effectively the policies, objectives and programs of the City and the Division.
- Ability to establish and maintain satisfactory working relationships with the public, other employees and other agencies.
- Ability to communicate effectively, verbally and in writing.
- Ability to see and hear well.
- Ability to work effectively under stress, and with limited resources or other restrictions.

Approval:

Personnel Director Date

City Administrator Date

Mayor Date

Norton Shores, MI
August 2020

PARKS AND RECREATION SUPERINTENDENT

NATURE OF WORK

This is responsible professional work in administering and supervising municipal recreational programs and park facility maintenance. Work involves the responsibility for planning, organizing and directing a comprehensive parks and recreation program. Including preparing budget and evaluating program effectiveness. Work also involves routine maintenance and capital improvements to Park facilities. Considerable initiative and independent judgment must be exercised. Normally, work is carried out under approved general policies and practices, and is reviewed by the Director of Administrative Services through periodic conferences, and regular or special reports.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Oversees personnel responsible for all parks and recreation programs, facilities, equipment and maintenance.
2. Develop a comprehensive program for all age groups.
3. Organize, direct and evaluate activities and programs.
4. Coordinate the parks and recreation program with other organizations and agencies, including the use of other public facilities, such as school buildings and grounds.
5. Prepare the division budget, and make periodic records and reports as required.
6. Recommend the establishment of necessary fees and charges for various division services.
7. Recommend the purchase of supplies, equipment, and capital improvement.
8. Recommend procedures for the operation of the Division.
9. Perform related work as required.
10. Approve purchase requisitions
11. Report to the Director of Administrative Services on a regular basis.
12. Seek out/ prepare Grant opportunities for the Division.
13. Attend all parks related meetings.
14. Attend council meetings when park related items are on agenda.
15 Prepare City Council items and submit to Director of Administrative Services.
16. Maintain personnel in office at all times.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledge skills, abilities (KSA's) and duties are essential. An employee in this case, upon appointment, should have the equivalent of the following:

- **Bachelor** Degree or three to five years' experience of a responsible nature directing an organized community recreation program and park facilities.
- **Reasonable knowledge** of the objectives, principles and techniques of municipal parks and recreation programs including an understanding of community needs and resources.
- **Reasonable knowledge** of the administrative procedures involved in the operation of a municipal recreation division and maintenance of park facilities.
- **Ability** to plan, organize, coordinate, evaluate and direct the activities and personnel involved in a comprehensive parks and recreation program.
- **Ability** to interpret and present effectively the policies, objectives and programs of the division.
- **Ability** to establish and maintain satisfactory working relationships with the public, other employees and other agencies.
- **Ability** to communicate effectively, verbally and in writing, to complete duties 1, 2, 4, 5 and 8.
- **Ability** to see and hear well to complete duties 1, 3 and 4.
- **Ability** to work effectively with numbers to complete duties 5, 6 and 7.
- **Ability** to work effectively under stress, and with limited resources or other restrictions.
- **Valid** State of Michigan Driver's license.

Approval:

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Personnel Director Date

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City Administrator Date

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Mayor Date

Norton Shores, MI
August 2020

(7) Police department.

(Code 1975, § 2-18; Ord. No. 371, § 4, 8-4-1981)

Sec. 2-79. Reserved.

Editor's note—Ord. No. 715, § 2, adopted July 17, 2009, repealed § 2-79, which pertained to the community development department and derived from Code 1975, § 2-19; Ord. No. 371, § 5, 8-4-1981; Ord. No. 591, §§ 2, 3, 12-16-1997.

Sec. 2-80. Administrative services department.

The administrative services department shall be headed by the assistant to the city administrator. He shall be responsible for supervising the duties and responsibilities as prescribed by the Charter and state law for the city clerk. In addition, he shall act as assistant to the city administrator, purchasing agent and personnel director.

(1) *Community development block grant division.* This division shall secure and administer federal and state housing and other community development grants, encouraging neighborhood and individual citizen participation to develop programs which are designed to meet the needs of the population served.

(2) *Parks and recreation division.* This division shall operate recreational programs and maintain parks and equipment which are encompassed in the city's park and recreation program, under the supervision of the parks and recreation superintendent.

(Code 1975, § 2-20; Ord. No. 371, § 6, 8-4-1981; Ord. No. 591, §§ 2, 4, 12-16-1997; Ord. No. 715, § 3, 7-17-2009)

Sec. 2-81. Finance department.

The finance director shall be responsible to the city administrator for the operations of the department of finance, including the functions of budgeting, accounting, treasury and assessing.

(1) *Treasury division.* The city treasurer shall have the duties and functions as prescribed by the Charter and state law.

(2) *Assessment division.* In addition to the duties and functions prescribed by the Charter and state law, the city assessor shall prepare all regular and special assessment rolls and shall be the secretary of the board of review.

(3) *Accounting division.* The controller shall supervise the accounting division.

(Code 1975, § 2-21; Ord. No. 371, § 7, 8-4-1981; Ord. No. 591, §§ 2, 5, 12-16-1997)

Sec. 2-82. Legal department.

The legal department shall be headed by the city attorney, who shall be an attorney licensed to practice law in the state. The legal department shall furnish legal advise to city officers and employees in the performance of their duties, and shall advise the mayor, council, city administrator and other concerned city officials of any changes in statutes or court decisions

CURRENT SYSTEM BEFORE ELIMINATING PC	WAGES	LONGEVITY	MERS	HEALTH INSURANCE	FICA	AD & D	UNEMPLOYMENT	WORK COMP	TOTAL COST
PARKS COORDINATOR UNDER REDUCED DEFINED BENEFIT PLAN AND RETIREE HEALTH INSURANCE	$ 47,466	$ 500	$ 9,493	$ 6,450	$ 3,669	$ 252	$ 405	$ 303	$ 68,539
PARK SUPERVISOR UNDER DEF CONTRIBUTION PLAN AND STIPEND FOR HEALTH INSURANCE	$ 56,307	$ -	$ 4,223	$ 15,480	$ 4,307	$ 264	$ 405	$ 2,270	$ 83,256
FINANCE/PARKS DIRECTOR 25%	$ 27,277	$ 1,750	$ 8,456	$ 4,640	$ 2,221	$ 76	$ 101	$ 456	$ 44,977
TOTAL CURRENT COST	$ 131,050	$ 2,250	$ 22,172	$ 26,570	$ 10,197	$ 592	$ 911	$ 3,029	$ 196,772

NEW SYSTEM	WAGES	LONGEVITY	MERS	HEALTH INSURANCE	FICA	AD & D	UNEMPLOYMENT	WORK COMP	TOTAL COST
PARK SUPERVISOR COMBINED WITH COORDINATOR UNDER DC & STIPEND	$ 52,205	$ -	$ 3,916	$ 6,450	$ 3,994	$ 256	$ 405	$ 2,012	$ 69,238
PARK SUPERINTENDENT UNDER DC & STIPEND	$ 69,960	$ -	$ 5,247	$ 15,480	$ 5,352	$ 313	$ 405	$ 602	$ 97,359
RETIRED FIN DIR/PARKS DIR SAVINGS ON HIRING NEW ONE LESS COST OF DIR OF ADMIN TIME SPENT ON PARKS (2.5%)									$ (27,500)
	$ 122,165	$ -	$ 9,163	$ 21,930	$ 9,346	$ 569	$ 810	$ 2,614	$ 139,097

SAVINGS

$ 57,675