

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM # 16-026

To: Administrative and Finance Committee
From: Dean Bostrom, Executive Director
Craig Talsma, Deputy Director/Director of Finance & Administration
Date: February 12, 2016
Re: Job Description – Parks Administration/Turf Supervisor

Background

The Parks division, like other divisions within the District, continues to evolve. While supervisors remain necessary in the field, the need for a supervisor to provide administrative support has become more apparent.

Implications

Recently, the Supervisor of Buildings and Aquatics position has been vacant. To balance the needs of the division, the Turf Supervisor temporarily assumed a greater load of administrative work. During the transition period, the parks division has experienced greater efficiencies in both areas.

As a result, staff believes the parks division will be best served by permanently adjusting the duties and responsibilities of the Turf Supervisor position. The Turf Supervisor job description has been adjusted to include administrative duties including but not limited to; maintaining the electronic work order system, purchase requisition entering, payroll approval, various divisional reports, budget and expense tracking and risk management assistance.

Recommendation

Staff recommends that the A&F Committee recommend to the full board approval of the Parks Administration/Turf Supervisor Job Description as attached.