



**CITY OF OVERLAND PARK - POSITION DESCRIPTION**

<b>TITLE:</b>	Assistant Supervisor, Arboretum/Botanical Gardens	<b>BAND/LEVEL:</b>	MGT I
<b>DEPARTMENT:</b>	Parks Services	<b>JOB NO:</b>	2717
<b>DIVISION:</b>	Arboretum/Botanical Gardens	<b>DATE:</b>	01/09/2019
<b>REPORTS TO:</b>	Supervisor, Arboretum/Botanical Gardens	<b>FLSA STATUS:</b>	Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	515
<b>REPLACES:</b>	New Position	<b>LAST REVISED DATE:</b>	N/A

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**JOB SUMMARY STATEMENT:** Supervises weekend and/or evening activities and staff at the Arboretum/Botanical Gardens. Coordinates rentals and other events held at the Arboretum. Assists with opening and closing of the facility; hiring of part time staff; training employees. Assists visitors and patrons and enforces facilities policies and procedures.

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**DUTIES AND RESPONSIBILITIES:**

1. Supervises activities in the Visitors Center (VC) and garden rental areas at the Arboretum/Botanical Gardens. Oversees customer service in all areas of operations. Assists visitors and patrons and enforces facilities policies and procedures.
2. Assists the Arboretum/Botanical Gardens Supervisor in the hiring, supervision and training of part time employees; the opening and closing of the facility. Creates weekly work schedule.
3. Coordinates with Arboretum/Botanical Gardens Supervisor on set-up of facilities for rentals and events. May include the cleaning and moving of tables and chairs, and/or moving furniture to accommodate needs.
4. Assists staff in the planning and development of public programs.
5. Assists in ensuring a safe environment for visitors and general public. Identifies safety hazards and informs supervisor of hazards. Takes corrective action.
6. Assists Supervisor with cleaning, care and maintenance of facilities. Communicates with Supervisor and facilities staff on repair needs.
7. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
8. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

## GENERAL QUALIFICATIONS

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### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Two years of college level courses or equivalent or an equivalent combination of education and experience. Bachelor's degree preferred.
- Must be at least 18 years of age; possess a valid driver's license and maintain an insurable driving record.

### EXPERIENCE:

- Two years working in a customer service environment and working with a diverse group of people. Two years of supervisory or lead experience preferred.

### SKILLS:

- Attention to detail
- Oral and written communication skills.
- Basic math and accounting skills
- Human relations/interpersonal skills
- Project management skills
- Time management skills
- Working knowledge of windows-based spreadsheet and word-processing software applications.

### MENTAL REQUIREMENTS:

- Ability to meet deadlines
- Diplomacy and judgment
- Ability to train and guide others
- Ability to recognize and protect confidential information
- Ability to prioritize multiple tasks
- Alpha and numeric recognition
- Ability to work independently
- Ability to work in environment with many distractions and interruptions.
- Ability to access situation and make recommendations.
- Carry out assignments through oral and written instructions.
- Ability to learn and understand PC software applications

### PHYSICAL REQUIREMENTS:

- Ability to reach, stand, bend, stoop, push, lift, and pull
- Ability to make and receive phone calls.
- Ability to operate city vehicle
- Hand and eye coordination adequate to input computer and typewriter.
- Ability to operate office equipment such as copy machine, calculator, fax machine, typewriter and personal computer.
- Ability to operate hand and/or power tools such as, screw drivers, hammers, drill, blower, etc.
- Ability to lift 30 pounds and transport 20 feet.
- Excessive standing and walking
- Exposure to chemicals, dust and sprays in the cleaning of the work area
- Exposure to extreme environmental temperatures
- Ability to push/pull up to 30 lbs.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- Direct:
  - Part-time and Temporary Staff.
- Indirect:
  - Volunteers (Temporary and part-time).

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**