

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Supervisor, Public Programs	BAND/LEVEL:	PRF I
DEPARTMENT:	Recreation Services	JOB NO:	3005
DIVISION:	Farmstead	DATE:	01/07/2018
REPORTS TO:	Supervisor, Educational Programs	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	531
REPLACES:	Contract - Supervisor, Public Programs	LAST REVISED DATE:	07/09/2014

JOB SUMMARY STATEMENT: During Farmstead operations (March through November); supervises Farmstead entrance to include: guest services, ticketing and memberships, and entry building operations. Assists with the educational aspects of the Farmstead. Plans, promotes, and administers Farmstead special events. Supports Friends of the Farmstead's mission through sponsorship, fundraising, donor and member programs. Coordinates marketing and public relations for the Farmstead and the Friends of the Farmstead, to include: social media, publications, and websites. Writes and edits published materials. Maintains sponsorship, donor, grant, and membership records.

DUTIES AND RESPONSIBILITIES:

1. During Farmstead operations (March through November); supervises Farmstead entrance to include: guest services, ticketing, memberships, and entry building operations. Assists with the educational aspects of the Farmstead to include: guided tours and enrichment programs.
2. Works with Farmstead personnel to plan, promote and administer Farmstead special events, sponsorship, fundraising, donor, and member programs.
3. Plans, coordinates, and develops all marketing for events and activities at the Farmstead. Reviews, updates, designs, and writes information publicizing and marketing events and activities on the City's website.
4. Attends City of Overland Park, ARFOP, and Friends of the Farmstead staff meetings. Provides direct support to the Friends of the Farmstead by creating and maintaining budgets; assisting in identifying, writing and submitting grants; and preparing reports for the monthly ARFOP Board of Directors meetings and Friends of the Farmstead committee meetings.
5. Works with the ARFOP Executive Director and the Friends of the Farmstead Chairperson to identify donor opportunities, manage donor relationships, and maintain donor information.
6. Creates, designs, prepares and writes materials for Farmstead brochures, including the development of a marketing and public relations plan for special events and fundraising campaigns.
7. Creates and maintains relationships with sponsors. Maintains sponsorship, donor, and member records.
8. Works with schools, community groups, organizations, and others to increase awareness of Farmstead as a resource, and develops collaborations and partnerships to extend organization programs.
9. Performs other duties as assigned.

10. 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 which interaction is required to accomplish work and employer goals.
11. 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.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in Public Administration or an equivalent combination of education and experience.
- Possession of appropriate and valid driver's license.
- Must maintain an insurable driving record.

EXPERIENCE:

- Three years' experience in fundraising, working with the public or organizing special events.
- One year of experience in the design and publishing of written materials or website design preferred.
- Supervisory experience preferred.
- Familiarity with crops and farm animals beneficial.

SKILLS:

1. Analytical skills.
2. Attention to detail.
3. Basic math skills.
4. Good organizational and time management skills.
5. Good oral and written communication skills.
6. Good listening skills.
7. Ability to give presentations to adults as well as children.
8. Ability to design quality brochures, signs and other promotional materials.
9. Effective public relations skills.
10. Ability to relate to teachers and other organizations.
11. Mechanical aptitude.
12. Tact and diplomacy.
13. Working knowledge of windows-based PC software applications such as desktop publishing, presentation, spreadsheets and word-processing.

MENTAL REQUIREMENTS:

1. Ability to meet deadlines.
2. Ability to train and guide others.
3. Ability to carry out assignments through oral and written instructions.
4. Ability to work independently.
5. Ability to work in a hectic environment with many interruptions.
6. Creative design and written communications.
7. Ability to work on several projects at one time.
8. Good memory skills.
9. Ability to learn and comprehend PC software applications.
10. Alpha and numeric recognition.
11. Ability to learn new materials and systems.
12. Ability to prioritize work.

PHYSICAL REQUIREMENTS:

1. Ability to work in extreme environmental conditions.
2. Excessive standing and/or walking.
3. Ability to reach, stand, bend, stoop and climb.
4. Ability to identify and distinguish colors.
5. Ability to make and receive phone calls.
6. Ability to speak to an individual or a group for an extended period of time.
7. Ability to operate office equipment such as copy machine, fax machine, typewriter and personal computer.
8. Hand and eye coordination adequate to input computer and typewriter.
9. Ability to operate city cars, trucks and golf carts.
10. Ability to operate various office equipment such as adding machine, personal computer, copier.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct and indirect:
 - Part-time, temporary and volunteer personnel.

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.