

**Administration:**

- Oversee the daily operations of the Class Recreation Software for facility and program management and bookings.
- Maintain and oversee the S.U.N. System (Sign Up Now) the convenient 24/7 registration system available online or by touch-tone.
- Departmental budget process
- Liaise with the public and with other organizations.
- Produce and distribute program brochures (25,000 copies) four times a year.
- Public awareness (active living, alternatives to pesticides etc.)
- Facility advertising sales
- Policy development and implementation
- Manage bench, tree, flowerbed, trail, and other donations in the park system.
- Employee recruitment, selection, and training.