



[www.independenceia.org](http://www.independenceia.org)

### APPLICANT Checklist

#### APPLICANT INFORMATION

Name:	Date:
Position Applying For: River's EDGE Sport & Fitness/Complex Manager	

#### APPLICANT INSTRUCTIONS

The City of Independence is an Equal Opportunity Employer, M/F/Disability/Veteran. The Parks & Recreation Department is currently recruiting for the position of full-time River's EDGE Sport & Fitness/Complex Manager. You are being provided with application materials in consideration of employment with the City of Independence. Please review the *Notice of Job Opening* and complete the application provided ensuring that you sign and date it. All application materials must be completed and submitted to be considered for this position.

#### DOCUMENTATION TO BE COMPLETED AND RETURNED BY THE APPLICATION DEADLINE

<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Resume	<input type="checkbox"/> Application
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#### ADDITIONAL INSTRUCTIONS

The application deadline is open until filled. All applications will be considered and reviewed. The first review of applications will be September 30, 2022. Applicants that are most qualified will be selected to continue to the next phase of the interview process. Please do not contact us, you will be notified either way whether you will continue in the interview process or not. We appreciate your interest in employment with the City and wish you the best in your future endeavors.

Date Received: \_\_\_\_\_  
Time: \_\_\_\_\_  
Taken By: \_\_\_\_\_



## Application for Employment

An Equal Opportunity Employer

Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, or marital status, or the presence of a medical condition or disability.

Date: \_\_\_\_\_

### PERSONAL INFORMATION:

Name: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Can you, after employment, submit verification of your legal right to work in the U.S.? Yes  No

Have you ever been convicted of a felony? Yes  No  (A conviction record will not necessarily be a bar to employment; the circumstances will be considered.) If yes, please explain: \_\_\_\_\_

Have you ever been in the Armed Services? Yes  No  If yes, which Branch? \_\_\_\_\_

### EMPLOYMENT DESIRED:

Position: \_\_\_\_\_ Possible Start Date: \_\_\_\_\_

Full time only \_\_\_\_\_ Part time only \_\_\_\_\_ Full time or part time \_\_\_\_\_ Temporary/Seasonal \_\_\_\_\_

Are you employed now? Yes  No  If so, may we inquire of your present employer? Yes  No

Ever applied to the City of Independence before? Yes  No  If so, which department? \_\_\_\_\_ When? \_\_\_\_\_

Will you work overtime if needed? Yes  No

### EDUCATION:

School Level	Name & Location	No. of Years	Did you Graduate?	Course of Study
Grammar School				
High School				
College				
Other				

List other special training that may pertain to this position: \_\_\_\_\_

If the job requires completion of specific course of training, indicate that which you have completed: \_\_\_\_\_

If the job requires the operation of specific machinery or specific skills, list those at which you are competent: \_\_\_\_\_

Have you used various types of office equipment? If so, please list: \_\_\_\_\_

**FORMER EMPLOYERS: (please list the most recent first)**

Company Name	Telephone Number
Address	Dates of employment
Name of Supervisor	Weekly pay Starting \$ Last \$
Job Title & Description of Work	Reason for leaving

Company Name	Telephone Number
Address	Dates of employment
Name of Supervisor	Weekly pay Starting \$ Last \$
Job Title & Description of Work	Reason for leaving

Company Name	Telephone Number
Address	Dates of employment
Name of Supervisor	Weekly pay Starting \$ Last \$
Job Title & Description of Work	Reason for leaving

Company Name	Telephone Number
Address	Dates of employment
Name of Supervisor	Weekly pay Starting \$ Last \$
Job Title & Description of Work	Reason for leaving

May we contact your employer? { } Yes { } No

If no, Please explain: \_\_\_\_\_

**REFERENCES:**

Name	Address	Business	Phone Number	Years Acquainted

**Statement of Understanding Read Carefully**

I understand:

that completing this application does not constitute an offer of employment and that my application may be rejected for any reason.

that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I also understand that if I provide false, inaccurate, or incomplete information, I will not be eligible for employment, or, if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the City discovers the violation of its policy regarding dishonesty.

that I may be required to complete a medical history form and may be required to be examined by a medical professional designated by the City at the post-offer stage.

that the use of illegal drugs is prohibited during employment and that I may be required to undergo and successfully pass a screening for alcohol and/or drugs that is included in a post offer pre-employment physical examination. I also understand that, if extended an offer of employment, I may be required to submit to an alcohol or drug screening according to state law.

that if I sustain any injury or illness while in the employment of this organization, I agree that this organization shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and hospitals to give this organization full and complete reports and records covering such examinations, condition, care, and treatment related to or resulting from the alleged illness or injury.

that this application will be considered only for the position I am applying for; if I wish to be considered for other positions, I must submit a new application for each position.

that this employment application and any other employee-related documents are not contracts of employment; and that this organization follows an "employment at will" policy that an individual who is hired may voluntarily leave employment upon proper notice, and may be terminated by the employer at any time and for any reason.

that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

I agree to be responsible for public property and equipment issued to me by the City until returned by me. I agree to pay for property and equipment not returned and authorize the City to withhold an amount equal to value of property not returned by me from my final pay.

**Authorization to Release Information**

I authorize the City of Independence to make a complete investigation of me, including but not limited to, my past employment history, medical history, scholastic record, criminal activity, motor vehicle driving records, workers' compensation history and to receive the results of any physical examination, including the results of alcohol or drug screening I may be required to undergo, and to rely on such information sources. I understand that this organization may request an investigative consumer report from a consumer reporting agency that includes information as to my character, general reputation, and personal characteristics. I understand that the investigative consumer report may involve personal interviews with my neighbors, friends, relatives, former employers, schools, and others. I also understand that under the Federal Fair Credit Reporting Act, I have the right to make a written request to this organization, within a reasonable time, for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation. I authorize all persons and organizations to release any information concerning my background and hereby release all persons and organizations from liability for any damage whatsoever for this information. I acknowledge that a telephone facsimile (FAX) or photographic copy shall be as valid as the original.

Applicant Name: \_\_\_\_\_  
(Please print)                      Last    First    M.I.

Signature of Applicant \_\_\_\_\_    Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# **CITY OF INDEPENDENCE**

## *Job Description*

**Position:** River's EDGE Sport & Fitness/Complex Manager **Supervises:** Front Desk Staff; Complex Maintenance, Concessions Staff, & Umpires

**Department:** Parks and Recreation

**Employee Status:** Full-Time Regular

**FLSA Status:** Non-Exempt

**Gives work direction to:** Part-Time & Seasonal Staff

**Reports to:** Director of Parks & Rec

**Revision date:** September 2022

### **POSITION SUMMARY**

At will position, reporting to the Director of Parks and Recreation. Under administrative direction performs work of unusual difficulty in the administration and management of the River's Edge Sport & Fitness as well as the Baseball/Softball Complex (seasonally).

### **JOB DUTIES**

- Directs the planning, development, and management of all programs, facilities, rentals as it pertains to River's Edge Sport & Fitness and the Baseball/Softball complex.
- Develops and presents ideas for Marketing, leagues, camps, and other programs as it pertains to this facility.
- Responsible for scheduling employees, maintaining appropriate staffing, and informing the Director of increased need for employees, which may involve sitting in and/or conducting interviews.
- Coordinates with instructors to fill needs, space, and appropriate equipment purchases.
- Works with Director to manage and plan yearly budget, including capital equipment.
- Provides supervision and leadership to River's Edge employees, instructors, and contract employees.
- Works with individual citizens, community organizations, and other groups in planning implementing recreation and athletic programs, leagues, and classes.
- Provides supervision of complex grounds crew and Little League programs in the summer.
- Provides leadership for umpires, including scheduling, training, and supervision.
- Marketing, set-up, and management of softball and baseball leagues and tournaments.
- Attends Advisory Committee Meetings and other meetings as requested.
- Maintain equipment inventory and general maintenance of equipment.
- Maintains time keeping records and prepare time sheets for submission.
- Work with the Recreation Program and Aquatics Coordinator as it pertains to Little League and other cross over programs within the Parks & Recreation Department.
- Provides supervision and oversees all tournaments including rentals.

### **INCIDENTAL JOB DUTIES**

- Any other duties as assigned or required by the Parks & Recreation Director.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledge of the principles and objectives of public recreation and programs.
- Knowledgeable of the practices and principles of public administration and municipal government.

- Knowledge of planning and managing sports leagues, specifically baseball and softball.
- Knowledgeable of analyzing community needs and resources to develop programs which optimize the use of department resources and River's Edge facility as a whole.
- Knowledge of planning and managing all types of recreation, sports, and facilities.
- Ability to develop and maintain cooperative relationships with City officials, city directors, community agencies, civic groups, and the general public.
- Ability to receive and follow directions either verbally or written and with proficiency and accuracy.
- Ability to work in either a team environment or individually.
- Ability to read and interpret operating manuals, procedures, and policies.
- Ability to analyze, assigns priorities, organize, and coordinate workflow.
- Ability to interpret, gather, and analyze information.
- Knowledge of the principals and objectives of public recreation and programs.

### **ENTRY REQUIREMENTS**

**Education/Training:** High School Diploma or equivalent; Emphasis will be given to individuals who possess an associate's degree or higher in any of the fields of Recreation, Sports Management, Leisure Services, Public Administration, Marketing, or other related field.

### **WORK EXPERIENCE**

Two years in a work-related field or an equivalent combination of education, training, and experience that provides knowledge, skills, and abilities necessary to perform the essential functions of the position, including past involvement in coaching or participating in baseball, softball, or golf at the high school or college level.

**Required licenses, registrations, and certifications:** Possession of a valid State of Iowa Driver's license. Coaching authorization preferred.

**Required post-offer physical examinations:** Must meet all requirements as outlined in the employee handbook.

**Required drug testing:** Drug testing shall be required as allowed by state law.

**Residency requirement:** None.

**Other testing required:** None.

### **WORK ENVIRONMENT**

See Essential Functions Job Analysis.

**HOURS OF WORK** Generally 40 hours per week, Sunday-Saturday. Hours include mostly evenings and weekends seasonally. The position may require working additional hours or to change hours with minimal notice.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
  2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.

3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any time.
5. The City of Independence is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

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Employee Signature

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Supervisors Signature

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Date

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Date

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City Manager's Signature

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Date



## ESSENTIAL FUNCTIONS JOB ANALYSIS

Date of Analysis 3/2017

Position River's Edge Sport & Fitness Manager & Complex Manager

1. Work hours: From \_\_\_\_\_ To \_\_\_\_\_ Number of days per week 7

2. Is Overtime Required? Yes

How much? (avg.) \_\_\_\_\_ How often? (avg.) Weekly Seasonal? \_\_\_\_\_

3. What licenses/certifications are required in the job, i.e., CDL, CPR, etc.? \_\_\_\_\_

4. Position supervises 0 (#) of city employees. List employees:

\_\_\_\_\_

5. Position gives work direction to 10 (#) of city employees. List employees:

Part Time River's Edge Staff Concessions Workers

Complex Grounds Keepers Umpires

### Physical Requirements

In a workday, the job requires (check the appropriate column for each activity):

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Stooping/crouching			X			
Standing			X			
Walking		X				
Sitting			X			
Jumping				X		
Turning body			X			
Bending/twisting			X			
Squatting			X			
Ascending/descending steps				X		
Ascending/descending ladders			X			
Ascending/descending ramps					X	
Reaching/working at/below shoulder level				X		
Reaching/working above shoulder level				X		
Lifting above shoulder level				X		
Kneeling/crawling				X		
Equilibrium		X				
Pushing/pulling			X			
Throwing		X				
Walking on uneven ground				X		
Working in trenches						X

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Working above ground				X		
Balancing			X			
Handling/gross feeling (texture)				X		
Fine fingering manipulation				X		
Tasting/smelling					X	
Accommodation (focal length change)			X			
Field of vision (peripheral vision)			X			
Turning wrenches/valves/handles				X		
Hand operation of knobs, levers, or cranks			X			
High speed assembly (left/right/either/both)					X	
Fine assembly (left/right/either/both)					X	
Strong grip (left/right/either/both)				X		
Ability to actuate mechanism with feet (left/right/either both)			X			
Far vision (correctable to 20/40) (replace with job's required acuity if necessary)				X		
Near vision (correctable to 20/20) (replace with job's required acuity if necessary)				X		
Highly accurate depth perception				X		
Ability to perceive spoken voice clearly (with or without hearing aid)		X				
Ability to hear warning horns or sirens over 70 decibels				X		
Comprehensible speech			X			
Finely developed balance and coordination			X			
Ability to differentiate colors precisely			X			
Ability to wear a self-contained breathing apparatus during mild/moderate/strenuous exertion						X

\*Sporadic: This function is essential but done intermittently.

\*Incidental: This function not essential to position – may be performed by other employee, organization, or machine.

6. The heaviest weight lifted while either sitting or standing in one place is 50 lbs.

Examples of lifting requirements of this weight are (list object and weight):

Moving equipment, power tools

7. The heaviest weight carried while walking from place to place weighs: 50 lbs.

Examples of lifting requirements of this weight are (list object and weight):

Bags of turf dry, chalk

8. The heaviest pushed/pulled weight by the employee is: 50 lbs. and it is pushed/pulled a distance of 150' at a frequency of Summer-Chalker

9. In a workday, the job requires lifting:

Pounds	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Lifting up to 10 pounds		X				
11 to 25 lbs.		X				
26 to 50 lbs.			X			
51 to 100 lbs.			X			
Over 100 lbs.					X	

10. In a work day, does the job require carrying an object distances greater than 10 feet?

Pounds	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Carrying under 10 pounds		X				
11 to 25 lbs.			X			
26 to 50 lbs.				X		
51 to 100 lbs.				X		
Over 100 lbs.					X	

11. Does the job require use of hands for repetitive actions?

		Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Lifting grasping	R			X			
	L			X			
Firm grasping	R				X		
	L				X		
Fine manipulation (keyboarding/ typing)	R			X			
	L			X			

12. Does the job require a specific grip strength? Yes \_\_\_\_\_ No  X

Grip strength measured \_\_\_\_\_

13. Does the job require use of feet as in operation of foot controls?

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Both				X		
Right				X		
Left				X		

14. Does the job require sensory acuity? (Please comment on yes replies and give examples.)

a.	Vision	Yes	No	Comment
1.	color vision	X		
2.	depth perception	X		Sporting activity, mowing
3.	peripheral vision	X		Supervising large groups, mowing
b.	Hearing	X		Pool, mowing
c.	Touch	X		

15. Would occasional interruption of consciousness jeopardize self or others? Yes  x  No \_\_\_\_\_

**Work Environment**

16. The work environment is: Inside           x           Outside           x          

17. Is this position considered a "safety sensitive position"? Yes           x           No           

18. Does the job require:

	Yes	No	Comments (what kind)
Working at unprotected heights		X	
Being around moving machinery	X		Mowers, tractors, ATV
Driving automotive equipment/heavy equipment	X		Automobile
Exposure to marked changes in temperature/humidity	X		Summer
Exposure to dust, fumes, gases	X		Complex dust
Working on uneven ground	X		Parks, grounds
Confined space entry		X	
Limited mobility		X	
Wearing a respirator		X	
Protective equipment: safety glasses, safety shoes, etc.	X		Mowing & Trimming
Travel from inside to outside	X		Daily
Outdoor exposures	X		Heat, SUN
Extreme cold		X	
Extreme heat	X		
Wet and/or humid	X		Complex
High noise levels	X		Equipment
Vibration	X		Mowers
Moving mechanical parts hazard		X	
Electrical shock hazard	X		Extension cords
Heights hazard		X	
Exposure to radiation		X	
Explosive hazard		X	
Toxic/caustic chemical hazard		X	
Other conditions: dust/mist/gas/fumes	X		Dust at complex

19. What machines/equipment are operated by this position?           Mowers, vehicles, ATV,            
          Trimmers & tractors          

**Cognitive or Situational Functions**

20. In a workday, the job requires (check appropriate column for each activity):

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Decision-making abilities: what work needs done, where the work will be done, when, how, and by whom		X				
Developing budgets				X		
Purchasing supplies, equipment, and materials			X			
Assigning work to people, giving instructions			X			
Receiving instructions and directives from superiors		X				
Giving advice and recommendations			X			

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Listening to issues and problems from subordinates			X			
Solving production/equipment, tool/facility problems			X			
Solving personnel problems involving counseling, grievances, or other personal issues					X	
Developing department procedures and policies, i.e., safety programs			X			
Interviewing job applicants						X
Selection of applicants for job positions						X
Orientation of new employees			X			
Recognizing and rewarding subordinates					X	
Inspection or testing for quality			X			
Taking corrective actions to resolve performance problems				X		
Disciplining or terminating employees						X
Issuing regular reports or other written communications				X		
Scheduling work schedules/shifts					X	
Monitor progress, quality and cost of work and make adjustments as needed				X		
Attend and participate in regular department, commission, or other City meetings as needed				X		
Speed, consistency, and accuracy in tasks, meeting precise tolerances and standards			X			
Interpersonal skills sufficient to work closely with others on a team		X				
Ability to demonstrate flexibility in work environment, performing variety of frequently changing tasks	X					
Sustained concentration and prolonged commitment to job tasks			X			
High level cognitive, interpretive or judgment skills		X				
Ability to influence other (selling-type skills)			X			
Ability to plan, negotiate, direct, control and monitor others' activities				X		
Ability to express creativity through writing, painting, decorating, composing, or inventing				X		
Ability to work alone effectively under stress in situations dangerous to self or others						X

Please list any other skills or abilities not covered in this analysis that would describe what this employee does in this position.

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Completed by  P & R Director  Date  9/6/2022   
 Reviewed and amended by City Council Members



## JOB VACANCY

**Position:** River's EDGE Sport & Fitness/Complex Manager

**Job Location:** River's EDGE and Baseball/Softball Complex

**Department:** Parks and Recreation

**Closing Date:** Open until filled with first review closing date of September 30, 2022.

**Schedule:** Generally, 40 hours per week, Sunday-Saturday. Hours include mostly evenings and weekends seasonally. The position may require working additional hours or to change hours with minimal notice.

**Rate of Pay:** \$23.94/hour. Upon completion of probationary period rate will be \$24.75/hour.

**Minimum Qualifications:** High School Diploma or equivalent; two (2) years of work in a related field or an equivalent combination of education, training and experience that provides the knowledge, skills, and abilities necessary to perform the essential functions of the position. Emphasis will be given to individuals who possess an associate's degree or higher in any of the fields of Recreation, Sports Management, Leisure Services, Public Administration, Marketing or other related field. Requires possession of a valid State of Iowa Driver's license. Coaching authorization preferred.

**Submittal Process:** Complete City application, resume, and cover letter should be submitted to Independence City Hall, attention Parks & Recreation Director Beatty, 331 1<sup>st</sup> Street E Independence, IA by September 30, 2022, at 4:00 p.m. for first review. Incomplete submittals will not be considered. Applications submitted by fax will not be accepted.

*The City of Independence is an equal opportunity employer, M/F/Disability/Veteran.*