

RECREATION SUPERVISOR

Salary Range: 31 (Public Service Employees)

DEFINITION

Under general direction, plans, directs, administers, and supervises multiple and/or complex recreation programs; plans, directs, coordinates, and participates in various special projects and community events as assigned; plans, organizes and directs business services activities; functions as a cooperative and productive member of the Recreation Division's program operations team; provides responsible professional staff assistance to the Parks and Recreation Superintendent; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory-level class in the recreation services series with program development, administrative, and the supervision of day-to-day operational responsibilities of multiple and/or complex programs within the Recreation Division of the Public Services Department. Incumbents are responsible for supervising and evaluating the work of full-time, part-time, contract, and temporary employees and volunteers.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive general direction from the Parks and Recreation Superintendent, and exercises general and direct supervision over assigned staff.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Plans, prioritizes, assigns, supervises, and reviews the work of staff involved in multiple and varied community service programs within a major recreational area(s), such as sports activities, neighborhood programs, theater & arts, seniors' programs, recreation classes, special events, facility rentals, and front office activities.
- Develops, implements, and monitors goals, objectives, policies, and priorities for designated program areas reflective of the community's needs and the City's and Department's overall goals, policies, and ordinances, and in compliance with applicable governing rules, regulations, and guidelines.
- Designs and implements new and modified programs and projects within designated program area based on analyses and assessment of the community's recreational needs and priorities; develops program objectives, designs plan of action, projects resource needs and requirements, and schedules times and facilities.
- Provides input to the Recreation Division's annual budget by preparing resource, revenue, and expenditure projections for designated program areas; administers and monitors assigned budget monies; tracks and analyzes revenues and expenditures on an ongoing basis, and recommends budget adjustments as necessary.
- Supervises the scheduling and use of designated recreational and community facilities.
- Provides administration for use of City recreational facilities; supervises the collection of fees, applications, and registrations; maintains appropriate records and logs; takes steps necessary to ensure facilities are maintained properly and utilized appropriately.

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- Oversees scheduling times and facilities and supervises the coordination and implementation of classes, programs, and activities.
- Determines if a program, class, or activity is cost-effective, fills the needs of the community, and fits the parameters of City facilities.
- Monitors fee collection, writes grants, conducts fundraising events, etc.
- Recruits, selects, trains, supervises, evaluates, and participates in progressive disciplinary process for full-time, part-time, seasonal, and temporary employees, and contract positions; analyzes current staffing needs and projects future requirements; monitors subordinates' performance on a continuous basis and prepares evaluations in a timely manner.
- Supervises the coordination of programs, facilities use and rentals, and special events activities with other City departments, divisions, outside agencies, and service providers; serves as the Recreation Division's staff liaison to community groups as assigned.
- Assists management staff in the purchase, design and set-up of City facilities.
- Purchases or oversees the purchase of a variety of supplies, materials, equipment for designated program areas; reviews and approves all requests of expenditures by assigned staff.
- Attends meetings, workshops, and conferences as required; makes presentations and provides information regarding assigned program areas/special projects and the City's recreational services upon request.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures
- Procedures for planning, implementing and maintaining a variety of recreation and leisure activities and programs through community participation
- Applicable Federal, State, and local laws, codes and regulations related to designated program area(s)
- Safety principles and practices, including basic first aid and health/hygiene
- Modern office practices, methods and computer equipment
- Record keeping principles and procedures
- Computer applications related to the work
- Techniques for effectively representing the City in contacts with City staff, governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone
- English usage, grammar, spelling, vocabulary, and punctuation

Ability to:

- Supervise, select, train, motivate, and evaluate the work of staff and volunteers

- Interpret, apply and explain applicable Federal, State and local policies, procedures, laws and regulations related to designated program areas
- Apply City policies, procedures, and organizational priorities related to various recreational programs as needed
- Determine, plan, coordinate, and implement a variety of recreational programs and/or other recreational programs suited to the needs of the community
- Respond to medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation
- Establish and maintain a variety of filing, record-keeping, and tracking systems
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities and meet critical deadlines
- Operating modern office equipment including computer equipment and specialized software applications programs
- Establish and maintain effective working relationships with those contacted in the course of the work
- Use English effectively to communicate in person, over the telephone and in writing
- Use tact, initiative, prudence and independent judgment within general policy procedural and legal guidelines

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in recreation business, administration, liberal studies, physical education, public administration, or a closely related field, and three (3) years of progressively responsible experience directing and supervising significant recreational programs and activities, including supervising staff and other administrative functions.

GENERAL QUALIFICATIONS

License Requirements:

- A valid California class C driver's license with satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Standard First Aid Certificate issued by the American Red Cross.
- CPR Certification.

Physical Requirements

Incumbents appointed to this class must possess mobility to work in a standard office and/or recreational facility setting; use standard office and/or recreation equipment, including a computer; operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment; frequently bend, stoop,

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kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; push and pull drawers open and closed to retrieve and file information; occasionally lift, move, and carry objects that typically weigh up to 40 pounds.

Working Conditions:

Incumbents appointed to this class work primarily in an office and/or recreational facilities environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances; may be exposed to inclement weather conditions while performing some outdoors duties; may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned; may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures; may be required to work on evenings, weekends and holidays.

Adopted: October, 2012

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.