



RECREATION SUPERINTENDENT

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under the general direction of the Director of Parks & Recreation, to plan, organize and direct the operation of the Recreation Division; to provide highly responsible professional and technical staff assistance; and to do related work as required.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Formulates policies, procedures, goals and objectives of the Recreation Division
- Analyzes the effectiveness of Division programs and delivery systems and recommends operational changes
- Plans, organizes, directs and supervises the work of the Recreation Division. Coordinates the work of the division with other City departments, City divisions, other groups and agencies and various vendors
- Plans, organizes, coordinates and directs the work of subordinates in developing and implementing broad and comprehensive community recreation, cultural, athletic, social and human services programs, including the implementation of various service delivery systems
- Plans, organizes, coordinates and directs the development, maintenance and operation of recreation buildings and facilities
- Plans, organizes, coordinates and directs the planning, staffing and operation of support staff personnel who deal with the public, provide clerical support to program staff, collect and handle program fees and other revenues, and other office operations
- Responsible for the selection and hiring process for new employees
- Responsible for Division training and the supervision of employees
- Reviews all performance evaluations and personnel actions and takes, or recommends appropriate corrective action as required
- Surveys City recreation and other facilities and identifies infrastructure concerns
- Develops and assists in the administration of recreation capital improvements
- Assists in the preparation and administration of improvement projects
- Performs on-site supervision of recreation facility construction and repair projects
- Manages Recreation Division's motor vehicles and other major equipment
- Serves as Parks & Recreation Department computer/software manager
- Prepares annual Recreation Division budget
- Controls budgetary expenditures, and works with City Finance Department personnel to manage Division revenue collection and cash handling
- Supervises the development and production of the City's Recreation Activities Guide and other promotional materials prepared for public dissemination
- Supervises Parks & Recreation Department public relations and marketing programs, as assigned
- Negotiates and administers contracts for maintenance, custodial services, activities instruction, sports officials and other related programs.

- Prepares reports, provides staff support, and/or attends meetings for the Parks & Recreation Director, City Manager, City Boards and Commissions, and community groups as required
- Provides staff to Senior Commission
- Provides support, advice and facilities for various cosponsored community groups and other public and private recreation, cultural, athletic, social, human service and education agencies
- Meets with citizens to discuss City recreation and other programs and facilities
- Receives and resolves citizen complaints
- May be assigned to act as Director of Parks & Recreation in the Director's absence.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of: Theories, techniques and methods for planning, implementing and maintaining a variety of recreation, cultural, social and human service activities, through community programs; marketing and promotion techniques to insure community-wide knowledge of City and other community group services and to maintain revenue streams necessary to maintain City programs; principles of parks and recreation facility planning, development, operation and maintenance; pertinent laws, codes and safety orders covering recreation and related programs and work. Principles and techniques of organization, supervision and training, budgeting and budget control, personnel management, record keeping procedures, safe work practices, report preparation and contract preparation and administration; methods to establish and maintain cooperative working relationships with subordinate employees, other City staff, community groups and members of the general public.

Ability to: Analyze and take action to meet the needs of the community for recreational, cultural, athletic, social and human service facilities, programs and activities. Recruit, train, plan, assign, direct and evaluate the activities of program supervisors and coordinators, support staff, maintenance and custodial staff, and part time program leaders, contractors and others. Monitor new programs and facility operation procedures and techniques; analyze new trends and ideas in the field of public recreation and community services; and implement, as appropriate, to better serve the residents of the community. Analyze situations accurately and adopt an effective course of action; follow oral and written directions; keep accurate records and prepare clear and concise oral and written reports, Establish and maintain cooperative working relationships with municipal officials, subordinate employees and the general public; administer Memorandums of Understanding.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education/Experience: Sufficient education to satisfactorily perform the duties of the classification. A typical qualifying education would be the equivalent of a four year college degree in recreation, public administration or a related field. Four years of increasingly responsible administrative and supervisory experience in recreation, cultural, athletic, social, and/or human service programs and activities.

License: Possession of a valid and appropriate California Motor Vehicle Operators License.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Establish and maintain cooperative working relationships with all those contacted in the course of work; ability to enforce regulations with tact and firmness; ability to analyze facts and exercise good judgment; explain matters simply and patiently; ability to remain calm during emergencies and when talking to difficult citizens and to deal with people from different cultures. Sit for long periods of time at a desk or stand for a period of time at counter; walk short to medium distances occasionally.

B710
RECREATION SUPERINTENDENT
BAMM
EXEMPT
JUNE 1996