



RECREATION SUPERVISOR

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 direction, coordinates staff responsible for professional recreation work in planning, organizing and directing the City's comprehensive parks and recreation programs; recruits, trains, supervises and evaluates subordinate recreation staff and volunteers; develops schedules, registration processes and fees for recreation services; may assume responsible charge of the department in the absence of the Parks and Recreation Director and performs other related duties as required

DISTINGUISHING CHARACTERISTICS

The Recreation Supervisor is a mid-level management classification exercising functional supervision over assigned Parks and Recreation Department projects, programs and/or administrative areas. The incumbent must work independently and exercise judgement in the completion of project.

SUPERVISION RECEIVED/EXERCISED

This position is under the general supervision of the Parks and Recreation Director and exercises formal and functional supervision over assigned staff and volunteers.

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

- Plans, organizes, conducts and coordinates a wide variety of recreation and community service programs at a park, center and/or other recreation facility, including meeting with public groups and communities to explain and promote programs; schedules activities and programs; coordinates programs with those in other departments and agencies;
- Participates in the development and implementation of goals, objectives, policies, and procedures; evaluates work methods and procedures for improving the Recreation Division's performance; ensures goals are achieved;
- Supervises recreation staff, including determining workloads and schedules, implementing and interpreting policies and procedures, effectively evaluating staff and making hiring and disciplinary recommendations;
- Evaluates current programs, staff and facilities and develops new programs and ideas to stay current with new trends and community needs;
- Participates in the preparation and administration of the recreation program budget; submit budget recommendations monitor expenditures and revenues; Composes and presents comprehensive, concise and effective oral and written reports, communications and presentations on Parks and Recreation related matters;
- Reviews and evaluates forms and manuals and recommends changes;
- Corresponds and meets with contractors, vendors, consultants, outside agencies, and other department staff as the City's representative for Parks and Recreation projects and programs.
- Administers contracts and maintains records, agreements, manuals, and files;
- Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items; presents materials to interested groups;

- Attends meetings and makes presentations to other departments, City Council, commissions, outside agencies and community groups regarding Parks and Recreation programs and projects.
- Establishes, maintains and fosters positive and harmonious working relationships with neighborhood groups, schools, businesses, volunteer and other community groups, commissions, Council and boards, participants, parents and City management and staff and provides necessary coordination of services.

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

Knowledge of: Objectives, current methods and techniques of recreation, major sports and other recreational activities suitable for all ages; community organizations and resources available; and safety and first aid methods. Principles and procedures of personnel management, evaluation and training; recreation center and park functions and management; budget preparation and management; program administration, including collection, analyzing and maintaining a variety of records, contracts, agreements and policy manuals.

Ability to: Supervise and direct activities of subordinate employees; keep records and prepare clear and concise reports both verbally and in writing; effectively communicate; plan, research, promote, supervise and evaluate recreation programs suitable to the City's needs; prepare a budget and evaluate recreation personnel; implement and maintain a computerized system for management of day-to-day activities.

Skills: Ability to learn to use department computer efficiently and other related office machines, develop interpersonal relationships with a variety of users and sponsors, prepare reports and give presentations, and assess community recreational needs.

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

Education and Experience: Equivalent to a B.A. degree with emphasis in recreation or other related field, and three years of program supervisory experience in recreation, community services, or a related field.

License: Possession of a Class C California Driver's License.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Ability to remain calm when dealing with irate citizens; deal courteously and effectively with the general public; establish and maintain cooperative working relationships with those contacted in the course of work; use independent judgment and initiative.

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City, and have availability to work off-hours shifts or events as required; strength to lift and carry materials weighing to 40 lbs.; ability to sit, stand and walk for long periods of time daily; mobility to lead groups in activities involving steep or rough terrain; ability to work outdoors in a variety of weather and temperature conditions; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the phone.

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 RECREATION SUPERVISOR
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 EXEMPT
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