



Department:	Comm. Svcs./Recreation
Bargaining Unit:	Mid-Management
Salary Range:	M-30
Last Revision:	August 2008

RECREATION SUPERVISOR

DEFINITION

Under general direction from the Community Services Director, to supervise, plan, organize and coordinate the recreational staff, programs and activities of the Recreation Division of the Community Services Department; to coordinate assigned activities with other divisions, outside agencies, and the general public; to select, supervise, train and evaluate staff; to provide staff assistance to the Community Services Director.

SUPERVISION EXERCISED

Exercises direct supervision over seasonal, full time, and contract support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervise the day to day functions of the assigned programs and activities of the Recreation Division which provide a varied and complete program of recreation services that meet the needs of the community including youth and adult sports, special interest classes, special events, aquatics, playground, special populations and other community programs and recreation facilities maintenance and operations.

Participate in the development and implementation of goals and objectives for recreation programs and activities; identify resource needs; recommend and implement policies and procedures; interpret and enforce departmental policies for the public and employees.

Assist in determining division plans and priorities.

Select, train, motivate, and evaluate Recreation Division support staff; provide, coordinate and supervise staff training; work with employees to correct deficiencies; implement disciplinary procedures.

Plan, direct, coordinate and review the Recreation Division work plan; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Identify opportunities for improving service delivery methods and procedures, and implement improvements.

Coordinate the Recreation Division business functions.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Prepare, recommend and administer the Recreation Division budget.

Coordinate Recreation Division service and activities with those of other divisions and outside agencies and organizations.

Assess community recreation needs and develop programs to meet those needs.

Plan and direct recreational facilities operations and maintenance; coordinate scheduling of facilities with citizens, school districts and other agencies.

Provide staff assistance to the Community Services Director; prepare and present staff and City Council reports and other necessary correspondence; develop and prepare routine and complex reports.

Participate in the planning and development of park and recreational facilities and coordinate projects with the appropriate City departments.

Develop contract specifications, evaluate proposals, recommend consultant selection, and monitor and administer contracts or agreements for recreation services.

Prepare bid specifications; compile price quotations; purchase necessary equipment and supplies.

Respond to and resolve difficult inquiries and complaints.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and leisure programming and administration.

Serve on assigned City committees and provide staff support to a commission or board as assigned.

OTHER JOB RELATED DUTIES.

Perform related work as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a municipal recreation program.

Principles and practices of recreation program development and implementation.

Basic principles of municipal budget preparation and control.

Principles of supervision, training, and performance evaluation.

Knowledge of:

Pertinent Federal, State, and local laws, codes, and regulations.

Recent developments, current literature, sources of information, and research techniques related to recreation services planning and administration.

Building and recreation facility maintenance.

Modern office practices, methods, and computer equipment.

Principles of business letter writing and basic report preparation.

Principles and procedures of record keeping and reporting.

Techniques used in public relations.

Safe driving principles and practices.

Environmental and safety practices, procedures and standards.

Skill to:

Operate modern office equipment including computer equipment and specialized recreation management systems.

Make effective presentations.

Organize and manage projects, programs and activities.

Operate a motor vehicle safely.

Ability to:

Supervise and coordinate the work of full time, seasonal and contracted staff.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Develop and implement recreation programs suited to the needs of the community.

Elicit community and organizational support for recreation programs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Ability to:

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Learn a variety of word processing/computer software programs.

Tactfully and courteously respond to requests and inquires from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain positive working relationships with those contacted in the course work.

Experience and Training Guidelines

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

Experience:

Three (3) years of increasingly responsible full time recreation program administration development and implementation experience.

Training:

Bachelor=s degree from an accredited college or university with major course work in recreation administration, business administration, public administration, or a related field.

Additional years of related experience may be substituted for up to two (2) years of the required education with one (1) additional year of experience equaling one (1) year of the required education.

License or Certificate:

Possession of, and ability to maintain, an appropriate, valid California driver=s license.

Possession of, or ability to obtain, certification in First Aid and CPR.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to pass a Department of Justice criminal record check for employment.

Ability to work unusual hours including nights, weekends, and holidays to meet recreational needs of the general public.

Bilingual (English/Spanish) desirable.

Ability to work in a standard office environment with the ability to sit, stand, walk, run, kneel, crouch, and lift 50 lbs.; exposure to the outdoors; ability to travel to different sites and locations.

Effective Date: August 2008