



CLASSIFICATION SPECIFICATION RECREATION SUPERVISOR

JOB SUMMARY:

Under general supervision, the Recreation Supervisor develops, implements, and oversees a variety of recreational programs and events; supervises, trains, advises, and evaluates full and/or part-time recreation staff; monitors budget accounts relative to programs and makes recommendations; administers the preparation of promotional and marketing materials for programs and events; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Recreation Supervisor is responsible for planning and supervising major recreational programs for the Community Services Department. This class differs from a Recreation Coordinator due the level of experience required, complexity of work performed, and level of supervisory responsibilities over recreational staff.

EXAMPLES OF DUTIES:

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

- Plans, implements, and oversees organizes a variety of recreational programs, special events, services, staffing, and operational activities; analyzes special and ongoing programs and projects and determines priorities and scheduling; and estimates personnel, resources, and time required for programs, classes, and events.
- Prepares and monitors the budget for various programs and funds that support the operation of Community Services activities and reconciles program expenditures and budgets, and grant records.
- Prepares staff reports and makes presentations to the Community Services Commission on various departmental programs, events, and activities.
- Monitors and keeps informed of current trends in the recreation field including legislation, court rulings, and professional practices and techniques, and evaluates their impact on City operations; recommends policy and procedural improvements; and develops and implements department policies.
- Writes brochures, pamphlets, press releases, and flyers to promote recreational programs and events.
- Arranges recreational classes and contract class schedules; recruits new class instructors and processes contracts and payments; and resolves issues related to class registration and scheduling.

- Responds to inquiries, complaints, or requests for information and services from interested community groups and citizens regarding recreational programs, events, and other services, and assists other employees in the performance of related tasks.
- Supervises staff involved in the daily administration of the Community Services Department and assists the Community Services Director in the selection, training, and evaluation of staff.
- Provides supervision and training for subordinate staff; prepares work schedules; and determines work procedures and issues written and verbal instructions.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Theories, principles, and practices common to the field of recreation and leisure services; procedures, methods, and techniques of recreation program development and administration; office administration practices and procedures; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; modern office methods, procedures, and equipment, including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Understand community needs in a variety of recreation areas by analyzing problems, identifying alternative solutions, and developing recommendations, and correctly interpret and apply general administrative and department policies and procedures.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion in dealing with sensitive situations and concerned people and customers.
- Understand and follow oral and written directions as provided; work with minimum supervision; create and edit a variety of documents; and organize and maintain office and specialized files.

- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in recreation or leisure programs, public administration, or a closely related field.
- Three years of increasingly responsible experience in recreation programming and budgeting experience, with at least one year of experience in a supervisory or lead capacity.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and at indoor and outdoor recreational facilities. Employee may travel to different locations and may be exposed to inclement weather conditions, noise, vibration, or dust. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: June 26, 2017