



Recreation Supervisor

Summary

Plan, organize, and direct comprehensive City-wide recreation programs, activities, and facilities use.

Class Characteristics

General supervision is provided by a higher-level manager; responsibilities include the direct and indirect supervision of lower level professional, technical, and clerical personnel.

This class has primary responsibility for the administration of City recreational programs and facilities. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering budgets, and directing day-to-day program or facility operations. This class is distinguished from the Director of Parks and Recreation in that the latter is responsible for the overall management and administration of the City's park and recreation functions and programs.

Essential Duties, Skills, and Demands of the Position

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

Duties:

Participate in the development, direction, and implementation of goals, objectives, policies, procedures, and work standards for the department.

Plan, organize, assign, direct, and review the work of staff; select personnel and provide for his/her training and professional development.

Develop, implement, and direct, through subordinate supervisory staff, a broad range of recreational programs and activities for youths, teens, and adults, depending upon assignment, may include the operation of City pools.

Work closely with other City staff to provide comprehensive recreation services to City residents and to solve a broad range of service delivery, community, and administrative problems.

Develop, revise, and implement administrative programs and procedures including workload planning, assignments, and physical space allocation.

Assist in preparing the Recreation Services Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

Set work priorities; coordinate and schedule assignments.

Advise department management and appropriate commissions and committees on aspects of recreation program and facility planning.

Survey the community to determine recreational needs and implement programs to satisfy those needs.

Recreation Supervisor

Prepare a variety of periodic, annual, and special reports related to assigned programs, facilities, and activities.

Prepare manuals and instruction procedures; recruit and train volunteers to assist in recreational programs and events.

Create, implement, and administer professional service agreements and contracts with public, private, and non-profit service providers.

Act as City liaison to various boards and committees which may include developing and producing monthly agendas; facilitating public meetings, and long term goal setting.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, assign, direct, review, and evaluate the work of assigned staff.

Select and motivate staff and provide for his/her training and professional development.

Assist in the development and implementation of goals, objectives, policies, procedures and work standards, and internal controls.

Plan, organize, and implement multifaceted recreational programs and activities.

Identify community recreation needs and recommend alternative or enhanced programs.

Exercise sound independent judgment within general guidelines.

Prepare, clear, concise, complete reports, and other written correspondence.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and practices of recreation program planning, development, implementation, and administration.

Principles, practices, and methods of needs assessments and program evaluations.

Public recreation trends and community needs and resources.

Recreation Supervisor

Principles of budgetary administration and control.

Principles and methods of administration, including goal setting, policy and procedure development, work and program evaluation, and employee supervision.

Theories, principles, methods, and equipment used in recreation operations and maintenance.

Rules, regulations, and ordinances pertaining to recreation programs and facilities, including safety, fitness, aquatic, and related specialty practices.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in recreation, public administration, or a related field. Additional recreation program leadership may be substituted for the education on a year for year basis to a maximum of two years.

Experience:

Two years of experience which has included recreation program planning and implementation and/or recreation facility supervision.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 03/90

Resolution #: 2021-123 N.C.S.

Revised: 06/30/06; 08/02/21

Department: Recreation

FLSA Status: Exempt