

**City of San Rafael
Job Class Specification**

Job Title: Senior Recreation Supervisor

SUMMARY

Plans, promotes, organizes and develops one of the two major divisions of the Recreation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Participates with the Assistant Director and Director in the development, and monitoring of the department budget.
- Assists in developing marketing and promotional plans and strategies. Responsible for the development, promotion and marketing of assigned division's programs & community activities.
- Assists staff in the recruitment, selection and training of new staff and volunteers.
- Supervises the delivery of department programs and overall management of facility operations.
- Establishes relationships and meets with school representatives or representatives of community groups in coordinating activities and promoting recreation programs or centers.
- Oversees the procurement and management of program supplies and inventory.
- Organizes and maintains appropriate records.
- Participates in recreation facility and park development & planning.
- Researches and writes grant proposals.
- Participates in special events and fund-raisers.
- Recruits, interviews, trains, and evaluates full and part time staff.
- Schedules staff and facilities, locates equipment, oversees bookings.
- Monitors the cashiering process including deposits, updating accounts, processes invoices.
- Performs related duties as required.

KNOWLEDGE OF:

- Recreation and Community Services theories, principles, practices and programs.
- Budgeting and personnel management.
- Principles of supervision.

ABILITY TO:

- Establish and maintain effective relationships with others.
- Prepare and present concise written and oral reports.
- Adhere to program standards and objectives.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be: AA degree. Bachelors degree preferred. Five years of progressively responsible experience in Recreation.

Valid drivers license

PHYSICAL DEMANDS:

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and 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 ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee is frequently exposed to video display. The employee is occasionally exposed to outdoor weather conditions and occasionally works in evenings or weekends and occasionally works with use of a personal vehicle. The noise level in the work environment is usually loud.