

**COMMUNITY SERVICES DEPARTMENT
RECREATION DIVISION
RECREATION SUPERVISOR**

GENERAL DUTIES: Under direct supervision of the Recreation Superintendent, plan, organize, direct, promote, supervise and evaluate recreational, human services, and leisure time activities for a municipal recreation department; develop and administer policies, procedures, and priorities for community recreation programming. Program areas include, but are not limited to, adult sports, youth sports, adult special classes, youth special classes, pre-school, therapeutics, recreation facilities, special events, seniors, museum, cultural arts.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the city, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervise, counsel, and evaluate subordinate staff in carrying out their specific program areas and corresponding facilities.
2. Schedule facilities for programs and events; establish and maintain effective working relationships as well as coordinate logistics with citizens, City staff, school district and other agencies as needed.
3. Develop and implement reports and evaluations for programs assigned and make recommendations based on operations and functions.
4. Plan, organize, develop, implement and evaluate a diversified program of recreation and leisure

services to meet the recreational, human services, and leisure time activities of the community.

- a. Youth and adult sports
 - b. Cultural arts and museum
 - c. Youth and teen programs
 - d. Therapeutics, aquatics, and adult programs
 - e. Youth Center
 - f. Senior Center
 - g. Special events
 - h. As needs and programs change, the configuration of the above assigned program areas may change to meet the needs of the City and customers.
5. Recruit, screen, train, direct and evaluate a staff of recreation and human service personnel to include part-time, full-time, volunteers and other assigned personnel.
 6. Coordinate and develop written materials, including, but not limited to the activity guide, regarding recreation programs and activities.
 7. Supervise and evaluate recreation areas to insure proper and safe use of facilities and equipment; coordinate use of recreation facilities as it relates to assigned program areas.
 8. Prepare reports as assigned by Recreation Superintendent.
 9. Assist in the preparation of bids and specifications for the purchase of major parks and recreation equipment and supplies.
 10. Prepare budgetary estimates as they relate to program and activity responsibility; monitor program budgets and ensure that expenditures are in line with approved budget.
 11. Serve on assigned City committees and provide staff support to a Commission or Board as assigned.
 12. Facilitate department and Citywide special events.
 13. Conduct program evaluations for classes and activities offered.
 14. Participate in related training programs.
 15. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Computer skills and use of specialized recreation management systems.
2. Excellent interpersonal skills.
3. Excellent customer service techniques.
4. Organization and project management skills.
5. Effective presentation skills.
6. Planning, organizing, executing controlling and evaluating activities.

KNOWLEDGE: Knowledge of:

1. Principles and practices of planning, directing and promoting a variety of recreation programs appropriate for areas assigned.
2. Recreation philosophy, planning and administration.
3. Principles and practices of facility operations and scheduling.
4. Personnel standards, selection, training and evaluation.

ABILITIES: Ability to:

1. Plan, supervise, and evaluate recreation and human service programs. Ability to supervise subordinates in the coordination of recreation facility scheduling and usage, programs, publicity, equipment requirements, and financial record keeping to ensure maximum capacity and efficiency of operations.
2. Write clear and concise reports, correspondence, and publications and to speak effectively in gaining program support.
3. Learn and use a variety of word processing/computer software programs.
4. Display customer service techniques to deal tactfully and courteously with civic leaders, public officials, community groups, program participants and the general public.
5. Establish and maintain effective working relationships with administration, subordinates, co-workers and the public.
6. Perform other departmental administrative, budgetary and public relations matters as directed.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone
4. Copier
5. Calculator
6. Typewriter
7. Binding machine
8. Lettering machine
9. Facsimile machine
10. Two-way radio
11. Keys to a variety of City locks
12. Report forms, pencils and pens
13. Specialized computer software
14. Presentation equipment, microphones, easels, overhead projectors, tape recorder, etc.
15. Television and VCR equipment
16. Automobile
17. Gasoline pumps

PHYSICAL DEMANDS:

Under typical office or field conditions, employee will perform the following physical activities that include handling files, books, binders, and sometimes boxes of work-related material, lifting and pushing or pulling equipment:

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Walking
3. Standing, for up to 4 hours during presentations and training seminars.
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying equipment up to 50 lbs.
9. Pushing/pulling, equipment up to 50 lbs.
10. Lifting, up to 50 lbs.
11. Driving
12. Speed, in meeting deadlines and using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses while using a computer, printer, telephone, copier, calculator, fax machine, television, VCR, microphone, easel, overhead projector, tape recorder, automobile, etc.:

1. Seeing

2. Speaking
3. Hearing
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, radios, typewriters, etc.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical conditions, traveling to meetings, or attending training sessions, less than 20% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 20% of the time.
3. Flooring: Carpet, wood, tile, linoleum, uneven surfaces, grass, rock, asphalt, etc.
4. Noise Level: Normal outdoor levels when working or traveling in the field.
5. Lighting: Normal outdoor conditions, with chance exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle or plane.
7. Dust or Fumes: Normal outdoor levels associated with pollen, dust, vehicle exhaust, etc.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, calculator, fax machine, VCR, television, microphone, easel, overhead projector, tape recorder, etc.

When working or traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. A Bachelor's degree in recreation, physical education or a related field of study.

2. Two (2) years full-time experience in a recognized municipal or public service recreation department/program that has included supervisory responsibilities.
3. Additional years of related experience may be substituted for up to two years of the required education with one additional year of experience equaling one year of the required education.
4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles(s).
5. Pass a post-offer medical examination, which includes a drug test.
6. Pass a Department of Justice criminal record check for employment.
7. Prefer non-tobacco user.
8. Prefer bilingual (English/Spanish).