



## Recreation Supervisor

### Definition

Under general direction of a Recreation Manager, assists with planning, administering and directing several programs of a specific division of the Recreation and Community Services Department. This position will be assigned to one of the three following divisions:

*Business and Community Services* – department wide customer service, marketing, technology, registrations, brochures, social media, training, website design and updates and facility attendants. Also includes our community services for case management, citizen corps, block leaders, neighborhood watch and sister cities.

*Environment, Leisure and Education* – programming in the areas of preschool, youth, teens, school enrichment, environmental programs, community gardens, leisure classes including arts and crafts, senior programs, travel programs and educational classes. Division is liaison to the Teen Commission, Library Commission and Senior Advisory Council.

*Sports, Fitness and Community Events* – programming in the areas of sports and fitness classes, leagues, after school sports, swimming, golf and tennis. Responsible for a large number of community events.

Serves as a member of the department's management team and participates in departmental policy development, administrative planning and problem resolution. May assist in strategic planning, special projects and facilitation of private/public partnerships.

### Class Characteristics

This class differs from the Recreation Coordinator class in that the Recreation Supervisor is responsible for performing more varied and complex tasks associated with multiple programs and facility management. Exercises direct and indirect supervision over assigned full time and part time positions and provides performance evaluations for full time staff. Will supervise a major recreation facility and may act as Recreation Manager for the Division in the Manager's absence.

### Typical Job Functions

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Administer and monitor operating and capital improvement budgets applicable to the division and prepare division budget for submission to the Manager, analyze expenses and propose rates and fees.

Determine the need for contractual services, equipment, and supplies.

Prepare and negotiate contracts with service providers.

Implement, direct and supervise programs and/or special projects as assigned.

Represent the department at meetings of the Parks and Recreation Commission, Teen Commission, Library Commission or City Council.

Conduct research to identify emerging needs, trends, and services related to assigned area of responsibility.

Assess community interests in order to design and implement appropriate programs.

Assist in organizing and managing the personnel, facilities and other resources of the division and/or department, including setting and evaluating divisional and departmental goals, objectives, policies and procedures.

Assist with the recruitment, hiring and training of full-time and part-time employees, contract employees and volunteers; supervise and evaluate full-time city staff.

Monitor performance standards and provide department wide venues for customer feedback.

Perform related duties as assigned. Duties will differ depending upon the department division assignment.

### **Qualifications**

#### **Knowledge of:**

Program management skills; supervisory skills.

Various recreation program standards and their application, emerging trends and program administration.

Budgeting principles, contract administration practices, principles of human resources, and best practices within the parks and recreation profession.

#### **Ability to:**

Establish and maintain effective working relationships with management, subordinates, co-workers, community and school groups and the general public.

Exchange or convey information and to receive work direction.

Initiate effective communication skills in a written and/or verbal format.

Prepare detailed reports and other written material.

Take a proactive approach to customer issues and problem resolution.

Maintain confidentiality regarding sensitive employee and citizen information.

Keep abreast of laws and standards in recreation related services and maintain current knowledge of job requirements and responsibilities within the division.

Effectively manage division personnel, including hiring, evaluation, promotion, training and disciplinary actions.

Organize, prioritize and evaluate work, as well as supervise and direct staff.

Provide input and analysis as it relates to recreation programming, facility development and design as well as park development and design.

Analyze problems quickly and draw logical conclusions, plan and implement an effective course of action.

### **Education and Experience**

A Bachelor's degree from an accredited college or university with major course work in recreation administration, public administration, education, business or a closely related field; and three (3) years of increasingly responsible professional experience in the area of recreation, including supervisory capacity over full-time or part-time employees.

### **Licenses and Certifications**

Possession of, or ability to obtain and maintain, a valid California Class C drivers' license.

FLSA: Exempt  
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