

## RECREATION SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, supervises and coordinates assigned recreation programs, activities and operations within the Recreation and Community Services Department; coordinates assigned activities with other divisions, outside agencies, and the general public; provides highly responsible and complex staff assistance to the Recreation and Community Services Director.

### **IDENTIFYING CHARACTERISTICS**

The Recreation Supervisor is the supervisory class that is distinguished from Recreation Coordinator and Senior Recreation Leader by its broader scope of duties and level of responsibility in supervising the day to day operations of the City's recreation program.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinates the organization, staffing, and operational activities for community and recreation programs, services and activities for various ages including before and after-school programs, sports programs and youth sports programs, special events, sports clinics, instructional and athletic classes, and other recreational programs.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for providing community and recreation services; recommends and administers policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Directs, coordinates, and reviews the work plan for assigned recreation services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates recreation staff and volunteers; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. May participate in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
7. Serves as liaison with school districts, community agencies, and municipal organizations; acts as primary department contact for the City's drug and tobacco abuse prevention program; attends program meetings.
8. Monitors and schedules the use of City recreation facilities by user groups; assists with or enforces established rules of facility use and participant conduct.
9. Researches, budgets, requisitions, purchases, and inventories recreation and sports equipment,

**CITY OF SUISUN CITY**  
**Recreation Supervisor (Continued)**

supplies, and awards.

10. Acts as liaison with the school districts with respect to community use of school sports facilities; meets with prospective facility tenants; participates in the development and revision of Community Recreation Agreements.
11. Oversees the league sponsorship program; revises, coordinates, and monitors numerous sport leagues' field use agreements; collects and deposits user fees; ensures all insurance certificates meet City requirements; addresses citizen, school district, and league conflicts.
12. Coordinates the scheduling of all athletic fields in City parks and on school district property under the City direction by appropriate agreements.
13. Directs the development, planning, coordination and operation of major annual special events, including but not limited to sport tournaments and sport clinics/camps.
14. Provides staff assistance to the Recreation and Community Services Director; prepares and presents staff reports and other correspondence as appropriate and necessary.
15. Coordinates assigned recreation programs and activities with those of other divisions and outside agencies and organizations.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation.
17. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operational characteristics, services, and activities of a comprehensive recreation program.  
Recreational, cultural and social needs for the Suisun City community.  
Procedures, methods, and techniques of recreation program development, implementation, administration, and promotion.  
Techniques used in public relations and customer services practices.  
Standard program evaluation methods and report writing procedures.  
Modern office procedures, methods, and equipment including computers.  
Computer applications such as word processing and spreadsheets.  
Principles and procedures of record keeping and filing.  
Principles and practices of fiscal, statistical, and administrative research and report preparation.  
Mathematical principles.  
Principles of municipal budget preparation and control.  
Principle of supervision, training, and performance evaluation.  
Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Supervise, direct, and coordinate the work of lower level staff.  
Select, supervise, train, and evaluate staff.  
Plan, schedule, and implement one or more specialized recreation programs suited to the needs of the Suisun City community.

**CITY OF SUISUN CITY**  
**Recreation Supervisor (Continued)**

- Analyze and evaluate community needs and work with community organizations in developing recreation programs.
- Elicit community and organization support for programs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Respond to requests and inquiries from the general public.
- Participate in the preparation and administration of assigned budget.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Prepare clear and concise reports.
- Maintain records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in recreation, leisure studies, or a related field.

**Experience:**

Four years of responsible recreation program experience including one year of administrative and/or lead supervisory experience.

**License or Certificate:**

Possession of an appropriate driver's license.

Possession of, or ability to obtain, a Cardiopulmonary Resuscitation Certificate (Infant, Child & Adult).

Possession of a Standard First Aid certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Indoor and outdoor recreational environment; exposure to inclement weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Incumbents require sufficient mobility for walking, standing, sitting, stooping, reaching, bending and climbing; light, moderate or heavy lifting, pushing, pulling and carrying.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**CITY OF SUISUN CITY  
Recreation Supervisor (Continued)**

October, 2006  
*Johnson & Associates*