

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.

SUMMARY DESCRIPTION

Under general direction, plans, supervises, assigns, and reviews the work of staff responsible for community recreation programs and activities; ensures work quality and adherence to established policies and procedures; provides highly responsible and technical staff assistance to the Deputy Director of Community Development; and acts as a member of the department's management team.

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. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for developing and implementing community recreation programs.
2. Participate in the development and implementation of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; monitor work activities to ensure compliance with established policies and procedures.
3. Participate in the selection of recreation staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
4. Participate in the preparation and administration of the department budget; submit budget recommendations; monitor expenditures.
5. Assist in the implementation of specific activities, plans and procedures prepared by part time staff or volunteers.
6. Review reports as well as operating and activity records of various recreation facilities.
7. Survey community recreational resources and needs; provide professional guidance to City advisory boards in response to addressing community needs and desires.
8. Supervise City owned recreational facilities; assist in managing athletic facilities used for recreational programming activities.
9. Meet with public groups, clubs, organizations and agencies to explain, promote, and market community service and recreational activities and programs.
10. Represent the department and/or City on community wide task forces and committees; provide professional advice and input.
11. Respond to complaints and requests for information.

**CITY OF ANTIOCH
RECREATION SUPERVISOR (CONTINUED)**

12. Coordinate recreation activities with other City departments and divisions and with outside agencies.
13. Maintain records concerning operations and programs; prepare reports on operations and activities.
14. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of recreation; incorporate new developments as appropriate into programs.
15. Perform 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:

- Operations, services, and activities of recreation programs.
- Principles and practices of program administration.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Common recreational and social needs of various age groups.
- Principles and procedures for implementing and directing a wide variety of recreation activities and the development of programs through community participation.
- Principles and practices of administration, budget and personnel management.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Coordinate and direct recreation programs.
- Supervise, organize, and review the work of assigned staff involved in developing and coordinating recreation programs.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for providing recreation services and programs.
- Understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Develop and administer community-based recreation programs suited to the needs of the community.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the department to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, City officials, and outside agencies.

CITY OF ANTIOCH
RECREATION SUPERVISOR (*CONTINUED*)

- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, recreation staff, or other agencies on sensitive issues in area of responsibility.
- 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 work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in recreation, public administration, or a related field.

Experience:

Four years of responsible program administration experience related to organized community service and recreation activities including two years of administrative and/or lead supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

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: Work is performed in both an indoor office setting and outdoor setting with some travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; may be required to work evenings or weekends on a rotating basis.

FLSA: Exempt

Created: December 1991

Revised: September 1999; September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.