

**CLASS SPECIFICATION**  
**Recreation Supervisor I**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, plans, coordinates, organizes, supervises and evaluates the work of recreation staff providing a wide variety of recreational programs and activities to City residents at assigned community centers and satellites; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Recreation Supervisor I positions are responsible for supervising the activities and operations of assigned City community centers and satellites. Size and scope of assigned center and program responsibilities vary based on facility size, budget, staff supervised, participants served and number, variety and types of programs offered. Incumbents have full supervisory responsibilities for professional, support, part-time and seasonal staff assigned to the respective sites and are responsible for developing, implementing and evaluating a wide array of recreation programs to meet the recreational needs and interests of City residents who are served at the assigned sites.

Recreation Supervisor I is distinguished from Recreation Supervisor II in that the latter is premium pay assignment and incumbents are responsible for supervising the programs, activities and staff of a very large community center, as well as managing a large citywide recreation program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, organizes, coordinates, integrates and monitors the operations and activities of assigned community centers and satellites; develops, implements and monitors the communication and enforcement of applicable City, bureau and site-specific policies, practices, procedures and rules related to site operations and use, including those related to safety, security and rental usage; monitors facility and equipment upkeep, initiates prompt repair or preventive maintenance and recommends capital improvement projects; monitors compliance of supplier, vendor, sponsor or service contractor contracts and resolves or assists in resolving related issues; maintains on-call status and is available 24/7 to address facility, equipment, staffing, emergency and security issues.
5. Plans, organizes, integrates and oversees recreation program development, implementation, administration and evaluation; oversees, carries out and evaluates results of recreation needs assessments; identifies, develops, recommends and implements site program goals, objectives, curriculum and activities to meet those needs; researches new and innovative programs and trends and adapts and introduces programs to meet community needs; determines program facilities, equipment and supply needs; supervises and monitors the procurement, distribution, care, use and maintenance of site facilities, equipment and supplies; maintains current supply and equipment inventories; develops and implements program schedules; evaluates program effectiveness and determines and initiates, terminates, improves or expands; oversees and monitors registration and fee collection processes.
6. Maintains close contact with non-profit organizations, school officials, community groups and others regarding programs and services; meets, partners and collaborates with community and non-profit representatives to develop, provide and promote recreation programs.
7. Receives, investigates and resolves participant, volunteer, staff, citizen, community group or community partner inquiries, concerns, complaints and problems.
8. Researches, identifies and develops marketing and publicity plans and strategies for assigned sites; oversees development and distribution of and writes and edits media releases, pamphlets, flyers, newsletters and other publicity materials for site activities, events and programs.
9. Develops, maintains and updates financial, statistical and other site-specific data, reports, records and databases, including neighborhood and citywide demographic information and administrative records; develops and writes complete, accurate and concise written reports and correspondence.

#### **OTHER DUTIES**

1. Represents City in various community and professional meetings and with committees or organizations related to areas of responsibility; makes public presentations to community,

professional or academic organizations; in collaboration with community organizations, researches, develops and submits funding proposals for specified programs; organizes and directs authorized fundraising activities at assigned sites.

2. Keeps abreast of current trends in field/s of responsibility by reviewing professional literature and participating in professional organizations.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Theories, principles, procedures, standards, practices, information sources and trends in the field of recreation and leisure activity programs.
2. Principles and practices of needs assessment, program implementation and program evaluation appropriate to assigned sites.
3. Applicable federal, state and local laws and regulations.
4. Functions, programs and practices of a municipal recreation organization.
5. Safety management practices applicable to supervising participants in diverse recreational activities.
6. Types, uses and maintenance of specialized equipment, materials and supplies utilized in recreation programs.
7. Principles and practices of sound business communication.
8. Community resources and potential funding/sponsorship sources.
9. Basic marketing and public relations practices and techniques.
10. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
11. Principles and practices of effective supervision.
12. City human resources policies and labor contract provisions.

### **Ability to:**

1. Plan, develop, implement and evaluate a wide range of recreation programs and activities to meet the needs of citizens served through as assigned community center and/or satellite.
2. Organize, coach, supervise, train, motivate, counsel and provide effective leadership to staff.

3. Develop, implement and enforce program policies, procedures and processes.
4. Understand, interpret, explain and apply City, state, and federal laws applicable to areas of responsibility.
5. Operate a computer and utilize standard business software and other standard office equipment.
6. Organize work, set priorities and exercise sound independent judgment within City and bureau guidelines.
7. Represent the City and bureau effectively in all external contacts, including those with community groups, national organizations, other bureaus and the public.
8. Prepare clear, concise and complete documents, reports and correspondence.
9. Maintain complete and current records.
10. Communicate clearly and concisely, orally and in writing.
11. Respond sensitively to community, tenant and participant issues and concerns.
12. Establish and maintain effective working relationships with managers, employees, volunteers, participants, representatives of other agencies, sponsors, tenants, the public and others contacted in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in recreation, physical education, human services, sociology or a closely related field; and at least four years of progressively responsible professional recreation experience, at least one of which was in a lead or supervisory capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

4332 RECREATION SUPERVISOR 07-01-92

June 2009 - Change Job Class number from 7802 to 30000744, due to system change.