

CLASS SPECIFICATION
Outdoor Recreation and Environmental Education Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans, coordinates, organizes, implements, promotes and evaluates the City's outdoor recreation and related environmental education programs, activities and services for City residents ranging from preschool to elder groups; plans, lays out, supervises and reviews the work of staff and contractors; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An Outdoor Recreation and Environmental Education Supervisor is responsible for planning, organizing and directing the activities and operations of the Parks and Recreation Bureau's citywide outdoor recreation and environmental education programs. The incumbent has full supervisory responsibilities for professional, support, part-time and contracted instructors and staff and is responsible for developing, implementing and evaluating a wide variety of outdoor recreation and environmental education programs and classes to meet the needs and interests of City residents, including kayaking, climbing, sailing, canoeing, rafting and hiking. The incumbent must have demonstrated expertise in outdoor recreation and environmental education program administration and is expected to develop and administer the outdoor recreation and environmental education program with a high level of autonomy.

Outdoor Recreation and Environmental Education Supervisor is distinguished from other recreation supervisors by the incumbent's recognized expertise in outdoor recreation and environmental education and responsibilities for administering outdoor recreation and environmental education programs.

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 and instructors; 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, integrates and oversees the City's outdoor recreation program and environmental education program development, implementation, administration and evaluation; conducts needs assessments and identifies appropriate outdoor recreation and environmental education programs and activities to meet the needs of a diverse set of participants; identifies, plans, develops and implements program goals and objectives and ensures that environmental education programs meet state curriculum requirements; develops and implements program schedules; researches new and innovative outdoor recreation and environmental education programs and trends and adapts and introduces programs to meet community needs; evaluates program effectiveness and determines and initiates, terminates, improves or expands; oversees and monitors registration and fee collection processes; develops, implements and monitors the communication and enforcement of applicable City, bureau and program-specific policies, practices, procedures and rules, including those related to safety; manages the special use permit with the U.S. Forest Service.
5. Analyzes, determines and addresses program staffing, transportation, lodging, equipment and supply needs; supervises and monitors procurement, distribution, care, use and maintenance of equipment, vehicles and supplies.
6. Partners with and develops, negotiates, implements and administers contracts with external outfitters and vendors to meet program needs and to ensure positive working relationships with the City's business community; monitors contract compliance, identifies issues and, within level of authority, works with contractors to resolves issues or notifies appropriate authorities of issues.
7. Makes public presentations to community organizations; researches, develops and submits funding proposals for specified programs; organizes and directs authorized fundraising activities for assigned programs.
8. Receives, investigates and resolves participant, staff, citizen, contractor or outfitters' inquiries, concerns, complaints and problems.
9. Researches, identifies and develops marketing and publicity plans and strategies for Outdoor Recreation and Environmental Education Programs; oversees development and distribution of and writes and edits brochures, catalogs, flyers, mailers and other publicity materials for activities, events and programs.

10. Develops, maintains and updates financial, statistical and other program-specific data, reports, records and databases, including pertinent demographic data and administrative and registration records; develops and prepares written reports and correspondence.

OTHER DUTIES

1. Represents the City in various community, regional, national and professional meetings and with committees or organizations related to areas of responsibility.
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, standards, practices, information sources and trends in the field of outdoor recreation and environmental education programming.
2. Principles and practices of needs assessment, program implementation and program evaluation appropriate to assigned programs.
3. Applicable federal, state and local laws and regulations.
4. Safety management practices applicable to supervising participants in diverse recreational activities.
5. Types, uses and maintenance of specialized equipment, materials and supplies utilized in an outdoor recreation and environmental education program.
6. Principles and practices of sound business communication.
7. Community resources and potential funding/sponsorship sources.
8. Basic marketing and public relations practices and techniques.
9. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
10. Principles and practices of effective supervision.
11. City human resources policies and labor contract provisions.

Ability to:

1. Plan, develop, implement and evaluate a comprehensive program of outdoor recreation and environmental education.
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 major coursework in recreation, physical education or a closely related field; and at least four years of progressively responsible professional outdoor 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.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

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.

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. Adopted: 07-01-92

June 2009 - Change Job Class number from 7814 to 30000751, due to system change.