City of Portland Job Code: 30001030

CLASS SPECIFICATION SUN Community Schools Recreation Supervisor

FLSA Status: Exempt Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, develops and manages recreation and enrichment activities directed at academically struggling youth, and social services that strengthen low income families. Leads the design and implementation of programs; incorporates public involvement; supervises City staff; trains and supports school site managers and non-profit agencies; oversees program operations; develops and manages program budget; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The SUN Community Schools Recreation Supervisor oversees comprehensive program activities for serving youth and families at remotely located community school sites in several school districts. Activities are provided at the school sites and are part of an overall SUN Service System partnership among the City of Portland, Multnomah County, multiple school districts and several non profit agencies. The focus is on programs directed at academically struggling students and services that strengthen self-sufficiency in low income families. The incumbent collaborates with partners to develop overall program goals and strategies and develops and manages specific programs and activities to support those goals. The incumbent has full supervisory responsibilities for PP&R staff and provides training and support to school site managers and non-profits.

The SUN Community Schools Recreation Supervisor is distinguished from other recreation supervisors by the groups targeted by programs, the wide distribution of sites providing programs and the collaborative partnership that oversees and delivers the program activities.

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 program mission, goals and performance measures; develops the annual program budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities; leads team through PP&R and Multnomah County SUN Service System quarterly report process.
- 2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; provides peer leadership opportunities to staff; 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. Manages the citywide SUN CS program; plans and develops programs and activities; mentors staff on community outreach, working with non-profit and government agencies and maintaining multi-jurisdictional partnerships; trains and encourages team building across jurisdictional and agency boundaries; guides efforts in dealing with sensitive customer and community concerns and addressing key needs of all concerned; works with PP&R Adaptive and Inclusive Recreation staff to incorporate inclusion services into SUN CS programs; coplans and co-facilitates joint all-site manager monthly meetings and trainings; attends trainings and meetings for nonprofit supervisors and managers; develops and reviews Intergovernmental Agreements between the City, County and School Districts; participates in RFP scoring of non-profit agencies applying to be part of the SUN service system.
- 5. Partners with Multnomah County staff to set SUN CS program goals and strategies, including partnership development, standardized outcomes, program evaluation and data collection; meets with County managers to discuss SUN CS partnership; evaluates system; ensure goals are being met and priorities are clear.
- 6. Plans and coordinates program-related communications and community outreach; responds to media; incorporates key communications strategies; informs community and supporting staff; provides community outreach using a variety of tools, resources and techniques; creates the quarterly SUN CS catalog; coordinates media distribution; incorporates public involvement in program design by developing and managing an annual planning system; provides coordinated referral of site based services by including nonprofit partners in developing and implementing referral plans.
- 7. Contributes to management of program funding; develops and implements method for assessing in-kind and alternate funding resources for expanding program capacity; facilitates grant writing workshops for SUN CS site managers and additional grant trainings to other SUN CS staff and others as requested.
- 8. Serves as City representative on the School District Council which reviews school based services, measure how needs are being met, prioritize services, promote long term sustainability and ensure regular communication among all parties.

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 and practices of recreation and community education programs.
- 2. Methods, techniques and standards for programs for youth and families.
- 3. Functions, programs and practices of a municipal recreation organization.
- 4. Types, uses and maintenance of specialized equipment, materials and supplies utilized in recreation and community education programs.
- 5. Principles and practices of needs assessment, program implementation and program evaluation appropriate for a diverse City/County wide program.
- 6. Principals and practices of multi-jurisdictional partnership development and coordination.
- 7. Principals and practices of developmentally appropriate activities for academic struggling students.
- 8. Principals and practices of social and poverty services that strengthen self-sufficiency in low income families.
- 9. Principals and practices of cultural competency.
- 10. Current literature, trends and recreation and community education programs.
- 11. Applicable federal, state and local laws and regulations.
- 12. Safety management practices applicable to supervising programs coordinated in school district facilities.
- 13. Principles and practices of sound business communication.
- 14. Community resources and potential funding/sponsorship sources.
- 15. Basic marketing and public relations practices and techniques.
- 16. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
- 17. Principles and practices of effective supervision.

18. City human resources policies and labor contract provisions.

Ability to:

- 1. Plan, develop, implement, manage and evaluate a wide range of recreation and community education programs and activities to meet the needs of youth and families during out of school hours.
- 2. Organize, supervise, train, motivate and provide effective leadership to staff.
- 3. Develop, implement and enforce program policies, procedures and processes.
- 4. Understand, interpret, explain and apply City, state, federal and School District 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, non-profit agencies, County 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, school district, stakeholder, partner and participant issues and concerns.
- 12. Establish and maintain effective working relationships with managers, employees, volunteers, participants, representatives of other agencies, sponsors, school districts, 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 community education, public relations, recreation or a closely related field; and at least four years of progressively responsible community-related recreation experience focused on partnership development and community education, at least one of which was in a lead or supervisory capacity; or an equivalent combination of training and experience. Experience in a public or non-profit 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: July 1, 2008

June 2009 - Change Job Class number from 7815 to 30001030, due to system change.