

CLASS SPECIFICATION

Citywide Recreation Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, directs and evaluates the work of staff responsible for providing a variety of specialized citywide recreational programs and activities across Portland Parks and Recreation (PP&R) Community Centers and SUN Community Schools; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Citywide Recreation Supervisor supervises a group of recreation coordinators who each are experts in recreation for a particular population or in a specialized recreation area. The specialists develop and implement citywide programs, consult with recreation center staff, coordinate with other specialists on programs that combine specialty areas, work with community groups to gather and assess needs, and remain current on trends in their specialty areas. The Citywide Recreation Supervisor plans, organizes and directs the work of assigned specialists with a focus on promoting effective collaboration with site staff and other specialists. The incumbent provides training, guidance and strategies for collaborative development and implementation of citywide programs, establishes overall standards and processes and assists the Citywide Services Zone Manager in developing the citywide recreation strategic plan that addresses community needs and is in compliance with the bureau's strategic plan.

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 work unit mission, goals and performance measures; participates in developing and monitoring performance against the work units annual 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 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 provisions.
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. Promotes collaboration among specialists and with site staff in Recreation Centers and SUN Community Schools; provides collaboration training; develops a cross-functional team that works together to deliver services citywide.
5. Works with Zone Managers to develop overall approach to how specialized recreation programs will be implemented citywide; establishes policies, procedures, standards and guidelines for development and implementation of citywide recreation programs; provides guidance to specialists; provides technical advice on citywide, specialized programs; ensures that relevant laws, regulations, and guidelines have been addressed; works with Citywide Program Team, Zone Managers, Recreation Supervisors, and Recreation staff to plan, direct and coordinate the delivery of services.
6. With assistance from assigned specialists determines program staffing, equipment and supply needs; may provide centralized procurement, distribution, care and maintenance of equipment and supplies.
7. Directs the review and evaluation of programs and service delivery processes; ensures programs address community needs; makes changes in the structure of individual programs; adds or delete programs; monitors and reviews service delivery processes to insure services are cost effective, relevant, and delivered in a timely fashion; works with other centralized and site base staff to gather and report program financial, statistical and other data, including demographic data, registration and administrative information; develops and prepares written reports and correspondence.
8. Responds to customer issues; investigates and resolves sensitive and/or complex inquires; represents Citywide Recreation with stakeholders, public agencies and community groups; prioritizes competing demands; provides clear, concise reports on issues to senior management.
9. Keeps informed of current and emerging trends in the delivery of park and recreation services and trends in specialized recreational areas assigned to team.

Other Duties:

1. Manages assigned special projects which involve leading, directing, and coordinating multi-disciplinary project teams including staff drawn from all parts of the bureau.
2. Participates in the development and review of the bureau's strategic plan.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and current trends in recreation program development and implementation.

2. Administrative principles and methods including goal setting, program development and implementation
3. Management practices including employee supervision and matrix management.
4. Principles and practices of budget development and administration, revenue generation and allocation of resources.
5. Safety regulations, safe work practices and safety equipment related to the work.
6. Computer applications related to the work.
7. Federal, state and local laws, codes and regulations pertaining to the work.

Ability to:

1. Manage and direct citywide recreation programs.
2. Ensure effective collaboration, communication and cooperation among the members of a centralized, cross-functional team and with decentralized program staff.
3. Select, motivate and evaluate staff and provide for their training and development.
4. Develop a strong customer service culture, a diverse and highly skilled workforce, and a healthy and safe work environment.
5. Initiate and implement change including continual process improvement to increase efficiency and effectiveness.
6. Interpret and implement strategies and incorporate strategies into detailed action plans.
7. Gather and analyze program statistics and prepare reports and recommendations.
8. Reconcile competing and changing demands for limited resources within the context of short and long-term organizational goals, objectives and plans
9. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
10. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
11. Present conclusions and recommendations clearly, logically and persuasively to both internal and external program/project stakeholders.
12. Prepare clear and concise records, reports, correspondence and other written materials.
13. Exercise independent judgment and initiative within general policy guidelines.
14. Establish and maintain effective working relationships with those encountered in the course of the work, and collaborate with diverse groups or audiences.

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 parks and recreation management, public or business administration, or a closely related field; and at least four years of progressively responsible professional experience, at least two in a lead or supervisory capacity recreation; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license and acceptable driving record are required.

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: August 23, 2013