



JOB DESCRIPTION

RECREATION SUPERVISOR

(Exempt/Management Position)

DEFINITION

Under general administrative direction, to independently manage recreation programs and employees; develop, coordinate, and supervise Community Services programs, activities, and events; develop and manage appropriate program budgets; direct youth and adult sports leagues; and initiate, develop and direct the Summer Day Camp Program. To provide highly responsible staff assistance to the Director of Community Services, the Community Services Supervisor, and the Parks, Recreation, and Golf Commission; perform related work as assigned.

EXAMPLE OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all encompassing of the duties to be performed under this job title.) **(E) Essential Duty; (M) Major Portion of Time**

- Supervises, evaluates, and trains Community Services employees and manages recreation programs. (E,M)
- Independently plans, promotes, implements, supervises, and coordinates comprehensive municipal recreation programs and activities, including sports programs, summer day camp, municipal pool activities and special events.
- Initiates and oversees job recruitment and employee selection. (E,M)
- Plans work, schedules, and trains all seasonal and year round recreation staff. (E,M)
- Prepares and administers the Recreation and Sports Division budgets and other budgets as assigned. (E)
- Assists with the management and coordination of City rental facilities and the Ukiah Valley Conference Center (E, M).
- Researches and implements appropriate computer and software programs in the design, preparation, and distribution of recreation division publicity, including the recreation brochures, press releases, flyers, and printed schedules. (E,M)
- The ability to independently develop and oversee implementation methods and materials for the promotion of departmental special events and activities. (E,M)
- Negotiates and secures facility use agreements with outside agencies and supervises the organization and scheduling of use of City recreational facilities.
- Responds to citizen inquiries and requests for information. (E,M)
- Actively researches new recreation services and programs and independently negotiates agreements with the appropriate teachers. (E,M)
- Actively researches new sports programs and secures sponsors, and recruits and selects the appropriate coaches and assistants and staff. (E,M)
- Actively solicits sponsorships and coordinates fundraising events. (E)
- Recruits and oversees the scheduling of volunteers for recreational programs and special events. (E)
- Oversees the development, coordination and implementation of various City and other Community Services programs, such as the Summer Concert Series, Ukiah Country Pumpkinfest, and other events. (E)
- Supervises and schedules Community Services staff doing special events. (E)
- Works flexible hours on a regular basis, including weekends, evenings, and holidays. (E)

Knowledge of:

- Principles, procedures, and requirements used in developing and administering coordinated community recreation and sports programs adapted to the particular needs of the community, including youth and cultural activities.
- Principles of organization, administration, budget, and personnel management.
- Principles of supervision, training, and performance evaluation.
- Modern office procedures, methods, and computer equipment.
- Business letter writing and basic report preparation.
- Marketing and promotion for the Recreation Brochure.
- Recent developments, current literature, and sources of information related to leisure services planning and management.
- Public relations principles and techniques.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with City Council appointed commissions and committees, the general public and those contacted in the course of work.
- Properly interpret and independently make decisions in accordance with laws, regulations, and policies.
- Select, supervise, train and evaluate staff.
- Exercise discretion and independent judgment in managing the City's recreation programs.
- Work well in a fast-paced, often hectic environment, and meet established deadlines.
- Generate support and enthusiasm of leaders, participants, groups, and agencies in recreation programs.
- Direct and implement recreation programs suited to the needs of the community.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- - Coordinate and compile information and statistics into complete, clear, and concise records and reports.
- Operate and use a computer and appropriate software programs for long periods of time.
- Work cooperatively with other departments, City officials, and outside agencies to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Reconcile revenues and expenditures against budget balances.
- Provide support for senior department staff and appropriate committees and commissioners.
- Lift 50 pounds.
- Work flexible hours on a regular basis, including weekends, evenings, and holidays.

Education and Experience:

Any combination of education and experience which is equivalent to graduation from high school and two years of increasingly responsible experience participating in the management of recreation or sports programs. College course work in recreation or related field preferred. Experience with PC based applications including, Word, Excel, WWW browsers and desktop publishing programs desired.

Necessary Special Requirements:

- Possession of a valid California Class-C Driver's License verified by current DMV records obtained at time of appointment.
- CPR for infant, child and adult and standard first-aid certificate must be obtained within first 3 months of employment.

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