



## **SENIOR RECREATION SUPERVISOR**

### **DEFINITION**

Under the direct supervision of the Community Resources Director, the Senior Recreation Supervisor shall work cooperatively with full-time staff and part-time staff to provide a variety of recreational services to the public.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

Provides effective customer service to the public; responds to public inquiries in person, over the phone and/or by e-mail.

Supervises, and trains full-time staff; works with the full-time staff to correct deficiencies. Has responsibility for the oversight of part-time staff; works cooperatively with the full-time staff to supervise, schedule and train part-time staff; works with part-time staff to correct deficiencies; oversee the preparation and completion of payroll sheets.

Assists with the planning and coordination of staff development and training sessions for part-time staff and full-time staff.

Assists with the management of community facilities; reports maintenance needs.

Monitors, writes, and negotiates contracts and leases.

Assists with the development of budget requests and control of expenditures.

Develops and publishes marketing materials for Department programs and facilities.

Seeks grant opportunities and prepares grant applications.

Theatre and Facility Management - coordinates usage and rental of the facility for non-profit and commercial groups as well as the general public; prepares rental agreements for all user groups; processes timely billing and payment receipts; assists the Lead Theatre Technician in technical and specialized equipment operations; works with the Lead Theatre Technician to make recommendations for the purchase of equipment and supplies.

Special Events – plans, coordinates, promotes, and leads implementation of Department hosted community-wide special events; assists with the oversight of the Special Event Permit Program, which processes special event requests for non-profit and commercial groups on City property under the direct supervision of the Community Resources Director.

Film Permit/Still Photo– assists with the oversight of the Film/Still-Photo Permit Program, which processes film and still photo permit requests on City property or private property under the direct supervision of the Community Resources Director.

Provides support to the Community Resources Director in all aspects of department operations; performs special assignments as requested.

### **QUALIFICATIONS GUIDELINES**

**Knowledge of:** supervisory techniques, theories and principles of the field of recreation, and facility management; basic operational characteristics, services, and activities of a recreation program; techniques used in public relations and customer services practices; modern office procedures, methods, and equipment including computers and office applications such as word processing, spreadsheets, and statistical databases; principles and procedures of record keeping and filing; pertinent federal, state, and local laws, codes, and regulations.

**Ability to:** supervise and coordinate the work of subordinate staff; interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions; respond to requests and inquiries from the general public; operate office equipment including computers and supporting word processing and spreadsheet applications; prepare clear and concise reports; maintain records and reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience:**

- Graduation from an accredited four-year college or university with a degree in Recreation Administration, Public or Business Administration or a closely related field with a minimum of two-years of full-time experience in the field of recreation; OR
- Two years of college-level coursework in recreation or related field with a minimum of four-years of full-time experience in the field of recreation; and
- minimum of two years supervisory experience.

**Licenses/Certificates:** Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a standard office environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office recreation facility setting; to lift, carry, push, and/or pull light to moderate amounts of weight; to

operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. Some program assignments may involve swimming, running, or other physical activities.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.