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## **SENIOR RECREATION SUPERVISOR**

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### **DEFINITION**

Under ~~the direct supervision of the Community Resources Manager~~ general supervision, the Senior Recreation Supervisor plans, coordinates, and oversees assigned recreation programs, services and facilities; supervises full-time and part-time staff; and performs advanced administrative and operational duties in support of departmental goals and initiatives. ~~shall work cooperatively with the Recreation Coordinators 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 any combination of~~ 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 the Recreation Coordinators; works with the Recreation Coordinators to correct deficiencies~~ Recruits, selects, trains, schedules and supervises part-time and full-time staff and volunteers, including providing leadership, setting performance expectations, conducting evaluations, and implementing corrective and disciplinary actions as needed.

~~Has responsibility for the oversight of part-time staff; works cooperatively with the Recreation Coordinators to supervise, schedule and train part-time staff; works with part-time staff to correct deficiencies; oversee the preparation and completion of payroll sheets.~~ Reviews payroll and related documentation.

~~Monitors, writes, and negotiates contracts and leases.~~ Plans, coordinates, evaluates, and directs a variety of recreation programs, which may include youth, teen, adult, senior, and specialized program areas; ensures programs meet community needs, align with departmental goals, and achieve established performance and cost recovery objectives.

~~Assists with the development of budget requests and control of expenditures.~~ Assists in the development and implementation of departmental policies, procedures, and strategic initiatives; provides recommendations on program development, service delivery, and operational improvements.

~~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; Oversees the development and distribution of promotional and marketing materials; prepares content for brochures, digital platforms, and other communication channels.

Special Event Coordination—plans, coordinates, promotes, and leads implementation of Department hosted or co-sponsored community-wide special events; processes special event permits for non-profit and commercial groups on City property under the direct supervision of the Community Resources Manager; works with event producers and the city's special event team to ensure all city policies and procedures are enforced and abided by. Evaluates program participation, expenditures, and cost recovery; develops budget recommendations, monitors program budgets, analyzes financial performance, and prepares financial and operational reports.

Film Permit Coordination—processes film permit requests under the direct supervision of the Community Resources Manager; works with producers and the City's Special Event Team to ensure all City policies and procedures are enforced and abided by. Evaluates and selects contract instructors and service providers; participates in contract development and administration; monitors program quality and participant satisfaction.

Coordinates and oversees the use of recreation facilities, including scheduling, permitting, and preparation of agreements; ensures compliance with policies, procedures, and safety standards; processes payments and maintains related records.

Oversees community events and activities; leads coordination with internal departments, external agencies, and community partners to ensure successful implementation.

Maintains accurate records, reports, and data related to programs, facilities, participation, and operational activities; utilizes recreation management software and administrative systems.

Provides support to the Community Resources Manager in all aspects of department operations; performs special assignments as requested. Supports departmental planning, strategic initiatives, and special projects; provides recommendations to management on program improvements and resource needs.

#### **QUALIFICATION GUIDELINES:**

##### **Knowledge, Skills and Abilities:**

**Knowledge of:** Principles, objectives, and practices of municipal recreation programs and community services; principles and practices of public administration, including program budgeting, contract administration, and operational analysis; principles and practices of program planning, development, implementation, and evaluation; staff supervision, training, and performance management; budgeting, fiscal management, and resource allocation in a municipal context; facility management, permitting, and safe usage of public spaces; marketing, communication, and public engagement strategies;

applicable laws, regulations, and safety standards affecting recreation programs and facilities; recordkeeping, data management, and use of recreation management

**Ability to:** plan, organize, implement, and evaluate multiple recreation programs and events, supervise, mentor, and evaluate staff and contract service providers; plan, prioritize, coordinate, and evaluate multiple programs, services, and operational functions; manage budgets, monitor expenditures, and allocate resources efficiently; analyze operational and financial data and make sound recommendations; develop and maintain positive relationships with staff, participants, and community partners; ensure safe, accessible, and well-maintained program sites and facilities; communicate effectively, both orally and in writing, with the public and staff; resolve conflicts, respond to inquiries, and provide high-quality customer service; adapt to changing priorities and manage multiple programs simultaneously, 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.

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**Education and Experience:**

Educational achievement is equivalent to graduation from high school and two years of college-level coursework in recreation or a related field; two years of experience in municipal recreation; and one year of supervisory 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 year supervisory experience.

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**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.

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.

Approved by the Civil Service Board: ~~January 11, 2012~~

Approved by the City Council:

~~Amendment Approved by the Civil Service Board: —~~ ~~March 16, 2022~~