

# CITY OF SOLANA BEACH

## RECREATION SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, plans, directs, and coordinates City recreational activities; implements policies and establishes procedures related to department functions; develops and administers the department budget; establishes and maintains liaison to the public; performs related duties as required.

### **CLASS CHARACTERISTICS**

This position reports to the City Manager and is responsible for the development and administration of recreation programs. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager.

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:*

1. Assume management responsibility for the services and activities of City-wide recreation and leisure services programs including special events and adult, teen, and youth activities.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs and services; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned recreation program staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Coordinate the organization, staffing and operational activities for City-wide recreation programs, special events and field trips; determine program content and methods to be used in providing assigned services.
6. Maintain accurate records of recreation facility usage, program participation, rental fees and contract classes; prepare staff reports and develop charts and graphs as required.
7. Negotiate and schedule rental of assigned recreation facilities for various functions and events; meet with applicants to explain rules and regulations.

8. Promote and coordinate specific recreation program services; prepare program event and facility marketing material including news releases, flyers, schedules of events, pamphlets and brochures.
9. Coordinate the use and operation of the City's recreation facilities, including oversight of the scheduling, maintenance and concession operations; inspect recreation facilities, grounds, and equipment for unsafe conditions.
10. Select, train, motivate and evaluate full time and seasonal recreation personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
11. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
12. Serve as the liaison with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to assigned recreation programs, policies and procedures as appropriate.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in recreation program development and implementation.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Perform related duties and responsibilities as required.

### **QUALIFICATIONS GUIDELINES**

#### **Education, Experience and Training**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### **Education:**

- ❖ Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation administration, business administration or a related field.

##### **Experience:**

- ❖ At least five years of increasingly responsible experience in recreation program administration, including two years of supervisory responsibility.

Knowledge and Abilities

Knowledge of:

- ❖ Operations, services and activities of a municipal recreation program.
- ❖ Principles and practices of recreation program development and administration.
- ❖ Safety precautions and procedures including risk management principles and their application to recreation program and service implementation.
- ❖ Recreation activities and services suitable for a wide variety of age groups.
- ❖ Principles and practices of public relations.
- ❖ Community demographics for program development and implementation.
- ❖ Methods and techniques of first aid and CPR.
- ❖ Principles and practices of program marketing and advertising.
- ❖ Principles and practices of program budget preparation and administration.
- ❖ Principles and practices of report preparation.
- ❖ Principles and practices of facility management.
- ❖ Principles of supervision, training and performance evaluation.
- ❖ Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- ❖ Oversee and participate in the management of City-wide recreation programs.
- ❖ Oversee, direct and coordinate the work of lower level staff.
- ❖ Select, supervise, train and evaluate staff.
- ❖ Participate in the development and administration of division goals, objectives and procedures.
- ❖ Prepare and administer large program budgets.
- ❖ Prepare clear and concise administrative and financial reports.
- ❖ Design, develop and implement recreation programs suited to the needs of the community.
- ❖ Elicit community and organizational support for assigned recreation programs.
- ❖ Respond to emergency situations and administer first aid as necessary.
- ❖ Respond to requests and inquiries from the general public.
- ❖ 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 and techniques.
- ❖ Interpret and apply Federal, State and local policies, laws and regulations.
- ❖ Operate office equipment, including computers and supporting word processing, desktop publishing, and spreadsheet applications.
- ❖ Communicate clearly and concisely, both orally and in writing.
- ❖ Understand and carry out oral and written instructions.
- ❖ Establish and maintain effective relationships with those contacted in the course of work.
- ❖ Administer and negotiate contracts.

Special Requirements

- ❖ Possession of a valid Class C California Driver’s License with a safe driving record.
- ❖ Possession of, or ability to obtain, an appropriate, valid first aid certificate.
- ❖ Possession of, or ability to obtain an appropriate, valid CPR certificate.

**PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands 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 these essential job functions.*

- ❖ Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- ❖ Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- ❖ Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, file documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.
- ❖ Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- ❖ Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- ❖ Environment: Normal office setting with some travel to attend meetings. Incumbents may be required to work at both indoor and outdoor recreational facilities and may be exposed to dust, inclement weather conditions and noise.
- ❖ Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

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