

RECREATION SUPERINTENDENT

DEFINITION

To plan, organize and direct Recreation section activities within the Parks, Recreation, & Libraries Department including community services; to coordinate section activities with other departments; and to provide highly responsible technical support to management.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a higher-level manager.

Exercises direct supervision over supervisory, technical, and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement section goals and objectives; establish performance standards and methods for a variety of community service activities; develop and implement policies and procedures.

Evaluate operations and activities of assigned section; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Plan, develop and oversee the work of contract services staff involved in community service activities.

Oversee the operations of a variety of community service programs provided through sports centers, community centers, including youth/adult classes and camps, aquatics, teen/youth sports, adult sports, childcare, senior activities, at risk youth and teen services, golf courses and special events.

Oversee programs, facility planning and operations of community centers, sports facilities, swimming pools, golf courses and recreation facilities.

Manage a variety of service contracts related to the operation of facilities, programs, and events; plan, develop and oversee the work of contract services staff involved in community service activities.

Develop and implement a variety of marketing activities to encourage community interest and awareness of community service activities; oversee special events, publication of written materials, City website information, and relation promotional information.

Research and prepare technical and administrative reports; prepare written correspondence.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles and practices of recreation and community service programs.

Pertinent local, State, Federal rules, regulations, and laws.

Modern office procedures, methods, and computer equipment.

Principles and practices of research analysis and management.

Principles and practices of budget development, implementation, and monitoring.

Principles and practices of supervision, training, and performance evaluation.

Principles and practices of negotiation and building partnerships.

Principles and practices of work safety.

##### Ability to:

Organize, implement, and direct a variety of community service activities.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train, and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Five years of increasingly responsible experience in community services, library, recreation and/or parks, including two years of supervisory experience.

AND

Training:

A Bachelor's degree from an accredited college or university.

License or Certificate

Possession of a valid California driver's license by date of appointment.

02-10-24	Updated/New
01-16-19	
08-08-14	
08-25-12	Recreation Superintendent