

City of Victorville Position Description

RECREATION SUPERVISOR

DEFINITION

Under general direction, develops, coordinates, implements and supervises the operations and activities of multiple community services and recreation programs; supervises staff; provides assistance to the Community Services Manager; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This position reports directly to and receives direction from the Community Services Manager. Positions in this class differ from a Recreation Coordinator in that they are responsible for planning and supervising a broad group or section of recreational or community service programs, such as Youth and Adult Sports, Aquatics Facilities and Programs, Tennis/Racquetball/Fitness Facilities and Programs, and Special Interest Classes. This class also differs from a Recreation Coordinator in the number of staff and the size of the program that is supervised.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for planning, developing and supervising an extensive recreation/community services program; participates in the development and implementation of goals, objectives, policies and priorities for assigned areas; identifies resource needs; recommends and implements policies and procedures; selects, trains, supervises, and evaluates assigned personnel; provides and coordinates on-going staff training and development; works with employees to correct deficiencies; initiates discipline and termination procedures; directs, coordinates and reviews program plans for assigned recreation areas; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; identifies and implements opportunities for improving service delivery methods and procedures and reviews with appropriate management staff; participates in the development, administration and monitoring of assigned program budgets; forecasts funds needed for staffing equipment, materials and supplies; directs the monitoring and approval of expenditures; recommends adjustments as necessary; develops and coordinates marketing procedures and publicity of recreational events and programs with those of other divisions and outside agencies and organizations; prepares brochures, newsletters, press releases, and related public relations material as required; meets and interfaces with community groups; attends staff meetings; may attend meetings or events in management staff's absence; operates City vehicles and equipment and performs all job functions in a safe and efficient manner; utilizes computer software programs competently; and performs related duties as required.

EMPLOYMENT STANDARDS

Training & Experience - Graduation from a recognized college or university with a Bachelor's degree in Recreation Administration or a related field, and three years of progressively responsible experience in community recreation or a related field.

City of Victorville Position Description

RECREATION SUPERVISOR

Page 2

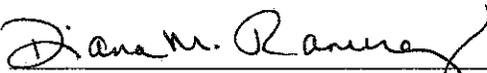
Knowledge & Abilities - Knowledge of: the principles and practices of planning and directing recreational programs; municipal budgeting and purchasing procedures; principles and techniques of community recreation programming; administrative techniques, including the principles of organization budgeting and marketing; principles of supervision, training and performance evaluations; modern office equipment including computers. **Ability to:** select, train, supervise, and evaluate staff, as well as manage and coordinate the work of technical personnel; interpret and explain City recreational policies and procedures; prepare clear and concise reports; utilize problem solving techniques; organize and implement recreation programs designed to meet the needs of the community; perform administrative duties involving the use of independent judgment, discretion and confidentiality; effectively understand and present instructions and information, in writing and orally, to the general public, outside agencies and fellow employees; establish and maintain effective work relationships with supervisors, fellow employees and the general public; prioritize and schedule workload to ensure completion when faced with deadlines or emergencies; operate City vehicles and equipment in a safe and efficient manner.

Licenses & Certificates - Possession of a valid unrestricted California Class "C" driver's license.

WORKING CONDITIONS

Work is performed in both an office and field environment. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are moderate, consisting primarily of sitting, standing, or walking. Incumbent must be able to see and hear in the normal range with or without correction, communicate verbally and in written form with great facility and must be able to be understood. Must possess the willingness to work an irregular schedule in order to meet the recreational needs of the community, including evenings, weekends, and holidays.

APPROVED:


DIRECTOR OF HUMAN RESOURCES


CITY MANAGER

DATE ADOPTED: December 17, 1999

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position
SW.j.d.recreation supervisor 12-17-99 U:/swiley/recreation supervisor jd sw.doc.12-99.doc