Date Adopted: 6/13/06

CITY OF GLENDORA 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, coordinates, directs, and supervises a wide range of recreation programs and activities; organizes and conducts special events; supervises staff; performs related duties as required.

CLASS CHARACTERISTICS

This class reports to the Recreation Superintendent. This class has responsibility for planning and supervising major recreational programs and assists in formulating division policy.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

- 1. Plans, develops, organizes, and supervises leisure time activities for participants from preschool to advanced age groups and annual calendar of community programs; supervises teen excursions. (a c h i j l m n)
- 2. Determines personnel, equipment, and material needs for program activities. (a b c d e f g h i j m)
- 3. Participates in interviewing, hiring, training, supervising, and evaluating recreation personnel including permanent staff, part-time staff, contract employees, and volunteers. (a b c e f g h)
- 4. Coordinates scheduling of coaches and playing sites; assigns officials and scorekeepers; plans arts and crafts and cultural activities; special events, aquatics, and sports activities for year-round and seasonal programs. (a b c d f g h i j l m o)
- 5. Coordinates reservation of public facilities with Parks Division including ball-field preparation, setups, takedowns, and cleaning. (a c d f g h j m)
- 6. Supervises the collection and accounting of money for class registrations; submits purchase requisitions; prepares budget recommendations for the allocation of personnel, equipment, and supplies for program activity areas. (a c g h i j k l m)

- 7. Drafts news releases and public brochures concerning recreation and leisure activities; maintains inventories of program supplies and equipment. (a c f g h i j k l m n)
- 8. Evaluates program attendance, participant responses and costs, and makes recommendations regarding the continuance or cancellation of programs. (a c d g h i j k l m n)
- 9. Analyzes trends in recreation programming, community attitudes, programs being offered, program requests, socio-economic issues, population age groupings, and other factors in program planning. (a c f g h i j m n o)
- 10. Attends meetings and assists in the preparation and presentation of staff reports; meets with various governmental agencies and professional and community groups to promote existing recreational and leisure activities and programs and to develop new programs. (f g h j m n o)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Write reports and keep accurate records.
- b. Supervise and evaluate the work of staff.
- c. Make decisions regarding operational and personnel functions.
- d. Respond to problem situations in an effective manner.
- e. Train personnel on program activities, procedures and regulations.
- f. Communicate effectively with a variety of personnel and establish effective working relationships.
- g. Explain and apply policies and procedures.
- h. Understand and follow verbal and written directions.
- i. Operate programs within budgetary limitations.
- j. Analyze data and information.
- k. Perform mathematical computations.
- I. Operate a computer and use a variety of computer software.
- m. Interpret and apply rules, regulations, legislation and policies.

- n. Analyze community needs as related to departmental programs and formulate goals and objectives.
- o. Effectively work with people having varied socio-economic standings.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelor's degree with major course work in recreation or related field and two years of recreation program experience in a lead supervisory capacity.

Knowledge and Skill Levels

Considerable knowledge of the theories, principles, practices, and programs common to the field of recreation and leisure services and community center operations and management; budgeting and personnel management as practiced in public agencies; principles of supervision; first aid methods and safety practices related to recreational program planning and evaluation; methods for identifying community recreation needs.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

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.

<u>Environment:</u> Work is performed in a standard office setting and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; incumbents may be required to work extended hours including evenings and weekends; duties may be performed at a desk or computer terminal; frequent interruptions and contact in person and on the telephone with a variety of City staff, the general public, and others.

<u>Physical</u>: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; 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; and to verbally communicate to

exchange information.

<u>Vision:</u> See in the normal visual range with or without correction.

<u>Hearing:</u> Hear in the normal audio range with or without correction.

Revised by Johnson & Associates LLC June, 2006