Date Adopted: 6/13/06

# CITY OF GLENDORA RECREATION SUPERINTENDENT

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 administrative direction, plans, directs, and coordinates the activities of the Recreation and Teen Center divisions; implements policies and establishes procedures related to division functions; develops and administers the division budget; establishes and maintains liaison to the public; performs related duties as required.

#### **CLASS CHARACTERISTICS**

This class reports to the Community Services Director and directs a large number of permanent, part-time, seasonal, and volunteer staff through subordinate Recreation Supervisors.

# **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. Maintains and implements policies and regulations relating to recreational activity and facility maintenance for various City recreation facilities; ensures that policies are administered equitably. (a b d g h j k l m)
- 2. Plans, directs, and coordinates recreation activities and services; develops procedures to conduct activities; ensures that activities are conducted in accordance with related laws, ordinances, rules, and regulations; develops comprehensive plans to satisfy future needs for services. (a b d e g h j k l m o)
- 3. Acts as department liaison with college and school districts, other governmental agencies, and private organizations; networks with other agencies to enhance existing programs and services and/or to bring new activities/services into existence. (a b c d f g h i j k l m o r)
- 4. Manages golf course and facilities maintenance for various City recreation facilities by administering contract services; maintains liaison with contracting agencies and service providers; ensures adherence with contract provisions. (a b c d f g h i j k l m o r)
- 5. Prepares and administers the budget for the Recreation division including the Teen Center budget; research, plan, and direct funds for capital projects. (a b d g h j k l n p)

- 6. Advises, and otherwise provides assistance to the Youth Sport Heritage and Preservation Boards, other City personnel, other agencies, and the public regarding recreation related issues. (a b c d f g h i j k l m o)
- 7. Selects department employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action. (a d e g j k m)
- 8. Represents the City, or delegates such authority, in relations with the community, advisory committees, local, county, state, and federal agencies, other Parks and Recreation departments, and professional organizations. (a c d f i j k m)

## **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. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare complex reports on a variety of subjects.
- c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.
- d. Plan, direct, and coordinate the work of a division of the Community Services Department; organize several facilities and events simultaneously.
- e. Train, supervise and evaluate employees.
- f. Represent the City in a variety of meetings.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated amounts.
- i. Work with a variety of organizations.
- j. Understand, explain and apply policies and procedures.
- k. Analyze unusual situations and resolve them through application of management principles and practices.
- I. Identify methods to maximize service effectiveness and efficiency.
- m. Deal constructively with conflict and develop effective resolutions.
- n. Assist in planning and enforcing a balanced budget.
- o. Develop new policies impacting division operations/procedures.

- p. Interpret financial statements and cost accounting reports.
- q. Administer contracts and ensure compliance with contract provisions.

# 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 a related field and three years of increasingly responsible professional experience in public recreation that would include or be supplemented by two years of supervisory experience.

## Knowledge and Skill Levels

Extensive knowledge of the principles and practices of public recreation programs and community services; inter-governmental and private recreation programs, facilities, and resources; a variety of sports/youth sports organizations; related laws, ordinances, rules, and regulations; community organization and methods for assessing and stimulating meaningful public interest and participation; role of citizen committees, organization of city government, and the effective methods of professional leadership within this framework; principles and practices of supervision. Considerable knowledge of the principles and practices of park facilities maintenance.

#### Special Requirements

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

Ability to work nights and weekends to attend meetings, special events, and various other activities.

### 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 primarily in a standard office setting with travel from site to site. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

<u>Physical:</u> Primary functions require sufficient physical ability and mobility to work in an office setting with travel from site to site 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; 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