

MAJOR FUNCTION

This is responsible professional, administrative and supervisory work in the direction of a comprehensive program at a City Recreation or Service Center or coordinating events at designated City facilities. Work involves developing and administering a budget and planning, developing, organizing, supervising, and managing a multipurpose community center, a diversified recreational program or coordinating special events. The Supervisor serves as a liaison with the public and may also work with citizen groups. Work is performed under the general supervision of the Division Superintendent or Manager; however, the employee must exercise considerable independent judgment and initiative in carrying out assignments. Work is reviewed through conferences, reports and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, directs, and supervises recreational programs, social services, outreach, and/or events at facilities within designated communities or specific to a certain population; promotes and coordinates activities for center and other facilities within designated communities. Studies recreation and target population needs of the assigned area and interprets objectives of the department to the public. Coordinates and directs the recreational and social service programs in the center or other designated site. Promotes programs and activities with civic and other groups to create interest and obtain participation in recreation and social service programs and City-sanctioned special events. Prepares reports of departmental operations. Prepares and monitors budget, procurement procedures and associated contracts and agreements for the center and/or special events. Assists with development and dissemination of marketing activities. Interviews, hires, evaluates, and supervises full-time, part-time staff, interns, volunteers, and fieldwork students. Prepares publicity releases and speaks to groups concerning recreational and social service programs, special events and activities, as is appropriate. Attends staff meetings, workshops, and conferences. Issues equipment and performs evaluations on results of programs. Instructs and takes part personally in recreational or social service programs. Arranges for equipment, facilities, and supplies as needed for center and off-site activities. Oversees building maintenance and security. Assists the Division Superintendent or Manager with daily operations, strategic planning, and special projects. Performs related work as required.

Other Important Duties

May assist with preparing grant proposals as it relates to specialty programs and events. Attends departmental, divisional and unit staff meetings. Serves on ad hoc committees as necessary. Attends conferences and workshops to increase general and specific knowledge of areas of responsibility.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the modern principles and practices of recreation and/or senior or social services, with emphasis in initiating, planning, developing, and executing specialized recreational programs, such as gymnastics, senior and social services, and activities at a City recreation facility or other designated site. Considerable knowledge of facilities and materials required to carry out recreational and/or social service programs and special events. Considerable knowledge of the policies, procedures, and practices of the department. Considerable knowledge of the budget process and principles and practices of office management. Ability to utilize creativity and imagination in the development of recreational and/or social service programs in a community. Ability to train, guide and supervise a staff of subordinates and volunteers. Ability to present recreational and/or

social service programs effectively, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to use a microcomputer and the associated programs and applications necessary for successful job performance. Skill in the preparation of graphic and promotional materials.

Minimum Training and Experience

Possession of a bachelor's degree in leisure services, physical education, recreation, senior services, social work, public administration or a related field and three years of experience that includes recreation administration, teaching physical education, administration of a recreational program, customer service, event or program planning, facility management, accounting or public administration or three years of experience that includes the specialty area in which the vacancy exists (such as pool management, coaching, gerontology, non-profit administration or senior services) or an equivalent combination of training and experience.

Necessary Special Requirement

Designated positions assigned to this class require possession of a valid Class E State driver's license at the time of appointment.

Must obtain CPR and First Aide certificates within the first six months of employment, and maintain same license and certifications as a condition of continued employment.

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