

## RECREATION SUPERINTENDENT

### **Job Summary:**

Under general direction, manages the operations of the Recreation division in Parks and Recreation; exercises complex management, technical and administrative responsibility for various recreation programs.

### **Essential Duties and Responsibilities:**

(The functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments).

1. Plans, organizes, staffs, and controls recreation division services and programs.
2. Evaluates recreation facilities and prepares recommendations for additions, replacements, and repairs.
3. Establishes and maintains cooperative working relationships with staff, and community agencies concerned with recreation; serves as technical and professional advisor, provides staff support to Parks and Recreation Commission.
4. Disseminates information to the community on recreation programs, activities, and developments.
5. Prepares the division budget and controls budget expenditures.
6. Manages and coordinates the implementation of improvements to bring facilities in compliance with the Americans with Disabilities Act.
7. Develops and implements marketing plans and materials for revenue generating programs, services, and facilities.
8. Establishes standards of performance and evaluates subordinates.
9. Supervises, trains, and evaluates personnel; makes recommendations for staff appointments.
10. Analyzes services in order to disclose areas needing improvements and to forecast future requirements for personnel, supplies, services, and equipment.
11. Prepares reports, correspondence, and agenda items.
12. Enforces rules, regulations and recommends disciplinary actions pursuant to established procedures.
13. Attends meetings and represents the department; provides information to and consults with the public.
14. Serves on primary emergency response team member in case of an emergency or disaster as assigned by the City Emergency Plan.
15. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience:**

Graduation from a recognized college or university with a baccalaureate degree in recreation or a related field and four (4) years of increasingly responsible experience in recreation related

work involving program development and management. At least two years must have been at a supervisory level. A master's degree in recreation or a related field is desired.

**Knowledge of:**

- Principles of recreation program development including current developments in recreation and community service programs.
- Effective practices of supervision and training, and discipline.
- Budget preparation, control and administration.
- Office practices and procedures and general recordkeeping practices.
- Parks, school, sports, crafts, games playgrounds, and group activities.
- Safety and safe work practices.
- Business principles and practices relating to operating self-supporting business centers.
- Computer software programs.

**Skill and Ability to:**

- Effectively and efficiently manage the recreation division.
- Analyze community needs and recommend and adapt programs to meet particular requirements.
- Develop and implement a division budget.
- Provide technical and analytical assistance to the development of recreation programs.
- Interpret laws and regulations relative to recreation policy, issues, and problems.
- Develop recommendations and communicate effectively both orally and in writing.
- Supervise and direct the daily activities of staff.
- Establish and maintain working relationships with others.

**License:**

- Possession of a valid Class C Drivers License.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds which is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- Is required to use personal vehicle in the course of employment.
- Is required to work evenings or weekends.
- Operate personal computer and various office machine equipment.