

Summary of Duties: Directs the operation of the Park Services Section which includes Pay Tennis program, Friendship Auditorium, Grace E. Simons Lodge and Travel Town Museum and assist the Administrative Services Division in the regulation of privately-operated concessions at City parks and recreational areas; and does related work.

Distinguishing Features: An employee of this class is the administrative head of the Park Services Section of the Recreation and Parks Department. A Park Services Supervisor is responsible for: recommending, promoting, directing, collecting and depositing fees for City-owned commercial enterprises in the Griffith Region; determining reasonable prices and fees for services and products under his/her control; stimulating public participation which will result in a profit to the City; maintaining high standards of public service, since the number and variety of commercial activities and the amount of revenue derived are considerable; and collecting, recording, and depositing concession rentals and taxes collectively totalling several million dollars per year. Decisions to charge a fee for recreation, amusement or service facilities outside of Park Services Section are made by others, but the Park Services Supervisor may be consulted regarding the feasibility of charging fees and the business operation of such facilities.

Examples of Duties: Supervises the operation of the Park Services Section which includes: Pay Tennis Program, Grace E. Simons Lodge, Friendship Auditorium and Travel Town; responsibility for collecting and depositing monthly concession rent; responsibility for issuing vending machine permits; and marketing which includes advertising, and preparation of brochures, newspaper and magazine ads.

Prepares budget requests from estimates made by subordinate supervisors; review requests by subordinate supervisors for supplies, materials, equipment, and personnel for need, availability of funds, and conformance with Department plans and policies; establishes and supervises the maintenance of a system of internal control to lessen the possibility of theft or misappropriation of merchandise or cash by employees; devises and instigates means to improve the efficiency, service, and profit of City-operated commercial enterprises; reviews and approves recommendations of subordinate supervisors for the selection, assignment, transfer, training, and termination of all employees in the Park Services Section, Pay Tennis Program, Lodges and Travel Town.

Collects several hundred thousand dollars in monthly concession rental checks and taxes; generates monthly rental reports for Department Accounting, Administrative Services, and Concession Operators; deposit rental checks and taxes; provide monthly billing services to concessionaires.

Provide field inspection services of concession facilities. Prepare inspection reports. Advise Concessions Administration of problems

and/or improvements needed. Provide on-going monitoring of various concession operations and services.

Qualifications: A thorough knowledge of the principles, methods, procedures, and practices of modern business management; a thorough knowledge of the rules, regulations, procedures, and policies of the Recreation and Parks Department relating to commercial activities; a thorough knowledge of the methods, problems merchandise, supplies, materials, and equipment involved in the operation of food and beverage stands and amusement facilities; a good knowledge of the various types of commercial enterprises that may be operated at City parks and recreational areas; a general knowledge of purchasing, storekeeping, and stock control methods; an general knowledge of Civil Service Rules; some knowledge of the legal and practical aspects of municipal leases, contracts, agreements, and tenant relationships; some knowledge of municipal budgeting methods; the ability to investigate, assemble, and analyze data and prepare reports and recommendations; the ability to formulate and recommend new policies and procedures; the ability to organize and supervise the work of a large number of people engaged in commercial activities; the ability to deal tactfully and effectively with the public, concessionaires, vendors, and employees; and the ability to inspire confidence, accept responsibility, use initiative, judgement, and common sense, influence others, produce new ideas, and demonstrate industry, dependability, and loyalty.

Six years of full-time paid supervisory experience in the operation of refreshment, amusement, or service facilities.

License: A valid California driver's license required prior to appointment.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; and good speaking and hearing ability.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.