

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

CIVIL SERVICE COMMISSION

1/15/99

**RECREATION FACILITY DIRECTOR, 2434
SENIOR RECREATION DIRECTOR, 2446**

Summary of Duties: Formulates, organizes and conducts a comprehensive program of recreational activities for adults and children at a City recreation facility; develops, implements and coordinates fund raising activities and events; accounts for, keeps records of and transmits funds collected from the public; and administers and manages the Municipal Recreation Program account; or acts as Director-In-Charge of larger, more complex facilities; assists the Recreation Supervisor in coordinating a broad range of region or citywide events; conducts in-service training; acts in the absence of the Recreation Supervisor; assigns, reviews and evaluates the work of subordinates engaged in conducting community recreation activities; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: Incumbents of both classes act as Director-In-Charge of a recreation facility and are responsible for organizing, conducting, and directing recreation activities at a City recreational facility. A Recreation Facility Director differs from a Senior Recreation Director in that the latter acts as the Director-In-Charge of a facility that is significantly larger in size, scope and complexity than those of a Recreation Facility Director; and may have citywide responsibility for camps, municipal sports, senior citizen multi-purpose programs, the Retired Senior Volunteer Program, or the Los Angeles Youth Athletic Center.

Assignments are given in general terms and incumbents are expected to complete assignments without continual guidance. Supervision is effected through review of results obtained. Incumbents in the classes of Recreation Facility Director and Senior Recreation Director, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances and evaluation of performance.

Examples of Duties: A Recreation Facility Director:

- Plans, organizes and conducts recreation programs at a City recreation center;
- organizes and directs fund-raising events, sports events and leagues, and other special events and may assist in organizing and directing such activities on a regional or citywide basis;
- recruits, trains, and directs volunteers at a recreation center;
- supervises full-time, part-time and seasonal recreation staff engaged in organizing and conducting recreation activities;
- coordinates with community groups engaged in recreational programs to minimize duplication of such programs;
- informs community organizations and newspapers of events and activities and submits articles for publication to newspapers;
- accounts for, keeps records of, and transmits funds collected from the public and fees for building rentals and other purposes;
- prepares reports and recommendations regarding the need for, and the problems involved in additional recreation facilities;
- requests changes, rearrangement, or repair of equipment and facilities;
- prepares time sheets, schedules and requisitions for supplies;
- makes recommendations on permit requests for the use of recreation rooms and facilities;
- gives first-aid and maintains first-aid equipment;
- presents educational material at in-service training classes;
- may operate a nature or travel museum, conduct tours, and build or procure exhibits;
- may assist in managing a mountain camp and in planning and conducting the camp program;
- may supervise a mobile recreation program and plan, organize, and conduct a mobile recreation program at various playgrounds; and
- may assist in promoting and organizing participation in adult sports.

A Senior Recreation Director:

- plans, organizes and supervises programs and activities at a recreational center which includes a swimming pool, a field, a gymnasium, and an extensive and varied recreational program;
- supervises professional and part time recreation staff, prepares instructional material and organizes and implements in-service training sessions for recreation personnel and volunteers;
- recommends changes in recreation programs and approves the recreation activities plan for the facility;
- prepares budget requests for personnel, equipment, and supplies and exercises budgetary controls to assure that expenditures are within budget allocations;
- develops, organizes and instructs children in games and handicraft activities such as ceramics, painting, weaving, metalcraft, and woodcraft,

or may supervise and plan the program of a center specializing in giving instruction in arts and crafts;

- organizes and conducts children's clubs and day camps, and may supervise a permanent children's camp, including planning and organizing camp activities, training assistants in operating the camp and conducting the recreation program, and requisitioning food and supplies;
- develops and implements work training programs for youth;
- plans, organizes, and directs special programs for seasonal activities and holiday observances, special events such as museum and zoo trips, beach and snow outings, or may act as chair of committees engaged in planning region-wide festivals such as Day of the Lotus, Feria De Los Ninos and Salute to Recreation;
- organizes, promotes, coordinates and directs a competitive team sports program within a large geographical district of the City, including arranging for the use of facilities and obtaining officials for games, including baseball, softball, and soccer;
- promotes community interest, and assists and advises community organizations in recreational matters, including the formation of teams and participation in the municipal sports program;
- prepares publicity releases for news media;
- consults with senior citizens groups using a facility, develops and implements senior citizen nutrition programs, and develops and implements retired senior citizen volunteer work programs;
- may represent the Department at meetings of local or regional groups;
- may assist the District Supervisor in the compilation and development of special reports for presentation to Department management and other groups;
- may act as assistant to a supervisor in charge of a large geographical district by coordinating district-wide activities and programs; and
- may act for the district supervisor as necessary.

Employees of both classes:

- Communicate equal employment/affirmative action information to employees;
- Apply job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates; and
- Assist employees in preparing for promotion as described in the City's Affirmative Action Program.

Employees of both classes may occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

Senior

Knowledges of:	<u>Recreation Facilities Director</u>	<u>Recreatic Director</u>
Principles and practices of planning, organizing, conducting, and coordinating recreational, sports, nutrition and volunteer work programs and fund-raising activities at a recreation center, including obtaining the cooperation of public and community agencies and organizations;	Good	Good
Philosophy, objectives, and recognized standards of public recreation;	Good	Good
A wide variety of play, recreation, and craft activities and equipment suitable for persons of various ages, interests, and capabilities;	Working	Good
Actual and potential hazards at municipal recreational facilities, including swimming pools;	Working	Good
Public and community agencies and organizations concerned with recreational activities;	General	Working
Principles and practices of public relations and publicity;	General	Working
Policies, procedures, and rules of the Department of Recreation and Parks relating to the City's recreational programs and facilities, including swimming pools;	Working	Good
Commonly accepted accounting procedures;	Working	Good
Supervisory principles and practices, including planning, delegating and controlling the work of subordinates;	Good	Good
Techniques of training, instructing and evaluation of subordinate work performance;	Good	Good
Techniques for counseling, disciplining, and motivating subordinate personnel;	Good	Good
Procedures for grievance handling;	Good	Good
Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;	Good	Good
Effective safety and first aid principles and practices;	Good	Good

Memoranda of understanding as they apply to subordinate personnel;	Working	Working
City personnel rules, policies and procedures;	General	General

Ability to:

Provide leadership and inspire confidence and enthusiasm for a wide variety of ethnic and age groups engaged in recreational activities;	X	X
Control the activities and conduct of the public at a recreation center;	X	X
Participate actively in recreational activities;	X	X
Enlist the aid of and coordinate the efforts of community organizations and the public;	X	X
Prepare written reports and recommendations that are clear, concise, accurate, logical, and convincing;	X	X
Maintain accurate operating records;	X	X
Make effective oral presentations;	X	X
Establish and maintain a work environment to enhance both employee morale and productivity.	X	X

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitation.

Minimum Requirements: Graduation from a recognized four-year college or university and two years' full-time paid experience providing recreation and leisure services for an agency or organization that conducts professional recreation programs.

Two years of experience as a Recreation Facility Manager or two years of experience in directing recreation activities at least at the level of Recreation Facility Manager is required for Senior Recreation Director.

Registration as a Registered Recreator with the California Board of Recreation Personnel is desired.

Licenses: A valid California driver's license may be required.

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, responsibilities, and required qualifications of any position shall be.