

Summary of Duties: Plans, coordinates, and supervises personnel engaged in directing recreational programs and activities within a geographical district; may plan, organize, and direct a specialized City-wide recreational program; or directs recreational programs and activities within a number of geographical districts; may assist in planning, researching and developing city-wide capital improvement projects; and may plan, organize, and direct a major City-wide recreational program.

Distinguishing Features: Recreation Supervisors are normally responsible for supervising personnel at a number of recreation centers within a geographical district engaged in conducting a center-wide recreational program. However, the incumbents may be in charge of a complex and specialized City-wide recreational activity where they supervise a staff and act as a staff specialist.

Principal Recreation Supervisors are normally responsible for directing comprehensive recreational programs involving several recreation districts in a geographical area of the City or, a major complex and specialized City-wide program such as Special Services which may include, camps, Senior Citizens, municipal sports, and aquatic activities.

A Principal Recreation Supervisor is expected to make independent administrative decisions in areas of budget formulation and administration, personnel and material utilization, and policy interpretation and development.

Recreation Supervisors and Principal Recreation Supervisors are responsible for promoting greater awareness and understanding of the importance of effective planning, including community involvement necessary in identifying recreational programming and facility needs, organization, personnel management, and budgeting among subordinate supervisors. The incumbents are responsible for developing within subordinate supervisors the ability to supervise others and to elicit cooperation and high job performance. Assignments are received in general terms and are completed without continuous guidance. Supervision received is through conferences, observation of work, and review of the results in accordance with accepted management principles and practices.

Examples of Duties: Recreation Supervisor: Plans, implements and supervises the conduct of recreation programs and activities within an assigned district, and facilities devoted to cultural or other special activities; confers with and advises recreation personnel regarding Department policies, programs, new recreation developments, administrative problems and publicity; conducts district staff meetings and holds individual conferences with subordinates; coordinates district affairs with construction and maintenance

personnel; reviews and approves job orders; meets with representatives of schools, clubs, civic groups and other agencies to promote and publicize recreation activities and to develop a comprehensive community recreation program; speaks before local groups to explain, publicize and secure participation in recreation programs; may issue permits for use of facilities at recreation centers; supervises and participates in the preparation of operating records, reports, and correspondence; makes recommendations regarding the annual work program and budget allowances for a district-wide program; reviews programs proposed by facility supervisors and after approval by a Principal Recreation Supervisor, is responsible for their promotion and publicity; recruits, trains, and provides over-all supervision of the volunteer program at a district level;

Plans, organizes, and directs a City-wide recreational activity such as senior citizens or camps; prepares or assists in the preparation of annual budget requests for personnel, materials, and equipment; conducts in-service training and makes assignments of specialized personnel; plans, organizes, and publicizes specialized activities, exhibits and productions; develops and coordinates specialized programs with the programs of recreational centers; selects, trains and supervises personnel assigned to the staff of a specialized activity, including volunteers; works with and through area, district and facility supervisors to direct the supervision of specialists assigned to various centers; provides staff assistance to center personnel and evaluates the results of specialized programs; prepares special reports and recommendations; coordinates specialized activities with other Department units and with outside groups and organizations; speaks before clubs, schools, and other groups to promote specialized recreational events; writes articles and prepares records and reports; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Principal Recreation Supervisor: Directs either a Regional and/or City-wide activity involving municipal competitive sports, camps, Senior Citizens, and aquatics or may direct recreational activities at a region level; reviews, analyzes, approves and administers an annual work program and budget; issues instructions and concenses with recreation personnel to explain programs, policies and procedures; plans and conducts in-service training classes; assists recreational personnel in analyzing program needs and makes suggestions for developing a well-rounded program; interviews, assigns, evaluates and makes recommendations on the appointment and termination of recreation personnel for whom responsible; meets with community organizations, youth servicing agencies and school representatives to coordinate the City's recreation programs with those of other agencies; speaks and gives demonstrations on recreation subjects before clubs, schools and other groups; writes newspaper and magazine articles to publicize recreational programs; supervises the maintenance and preparation of records and reports; prepares annual and special reports;

Directs a region-wide program of municipal sports activities for

children and adult competitive sports; plans, organizes, and administers all City-wide playoffs in competitive sports; contacts various industrial, church, athletic associations and school representatives to secure use of facilities and to coordinate the municipal athletic services and programs; recommends the schedule of charges for special services and supervises the issuance of permits for the special use of baseball diamonds and football fields;

Supervises the conduct of recreational programs and activities in a geographic area of the City comprised of a number of geographical districts, including swimming pool activities at recreation centers; issues instructions and confers with recreation personnel to explain programs, policies and procedures; interviews, evaluates and makes recommendations on the appointment and terminations of recreation personnel for whom responsible; consults and works with Department planning and engineering personnel and area maintenance and construction personnel on improvements, maintenance and alterations for area facilities; reviews, analyzes, approves and administers the annual work program and budget for the area; meet with community organizations, youth servicing agencies and school representatives to coordinate area-wide recreational programs with those of other agencies; speaks before groups on recreational subjects and promotes publicity through written articles; supervises the preparation and maintenance of work reports, employee evaluations and records and prepares annual and special reports;

Researches, analyzes, and develops the Department's long-range capital improvement program addressing city-wide recreational programming and facility needs; supervises preparation of special planning studies related to long-range recreation programs; supervises the Department's Quimby and Zone Change Park Fee programs;

Plans, organizes, promotes and directs a comprehensive program of region-wide special services; directs supervisory personnel in the areas of Pool Operations, Senior Citizens, Municipal Sports, Camps and in-service training; reviews and develops budget recommendations for personnel, equipment, material and supplies; represents the Department before numerous civic groups; may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

	Principal	Principal
	Recreation	Recreation
<u>Knowledges:</u>	<u>Supervisor</u>	<u>Supervisor</u>

Philosophy, objectives and recognized standards of public recreation;	Thorough	Thorough
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Rules, policies and procedures of the Department of Recreation

and Parks and the laws, ordinances and City Charter provisions pertaining to the operation of the City's recreational facilities and programs, including swimming pools;

Good

Thorough

Principles and Practices of supervision;

Good

Thorough

Principles and practices applicable to planning, organizing, conducting and coordinating comprehensive recreational and sports programs, including organization, personnel management public relations and budget preparation and administration;

Good

Thorough

The services offered by other public and community agencies and organizations concerned with recreational activities and the means to integrate their programs with Department efforts and goals;

Good

Thorough

Location and extent of various recreational facilities under the jurisdiction of the Department of Recreation and Parks;

Good

Thorough

Rules and regulations of the California Occupational Safety Act;

Good

Thorough

Rules, organization, materials, safety and facility requirements of a wide variety of play, recreation and craft activities suitable for persons of various ages, interests and capacities;

Good

Thorough

Qualifications:

Knowledges:

Recreation Supervisor
Principal Recreation Supervisor

Principles of educational psychology and employee training;

Good

Thorough

Actual and potential hazards at municipal recreational facilities; including swimming pools;	Good	Thorough
Laws and regulations related to equal employment opportunity and affirmative action;	Good	Thorough
Organization and functions of the City government and of the interrelationships of the Department of Recreation and Parks with other City departments and governmental agencies;	Working	Good
Physical planning and arrangement of recreational areas;	Working	Good
Sources of information and current trends in governmental planning and legislation pertaining to recreation and senior citizens' activities;	Working	Good
Memoranda of understanding as they apply to subordinate personnel;	General	General
City Personnel rules and regulations;	General	General
<u>Abilities:</u>	Recreation <u>Supervisor</u>	Principal Recreation <u>Supervisor</u>
Assign and evaluate the work of a recreational staff, including swimming pool personnel and to stimulate a high level of professional performance;	X	X
<u>Abilities:</u>	Recreation <u>Supervisor</u>	Principal Recreation <u>Supervisor</u>
Plan, organize, coordinate, promote and publicize activities, programs and special events conducted at several recreational center;		

Provide leadership, inspire confidence and enthusiasm and to mix readily with various groups;	X	X
Speak clearly and effectively in public;	X	X
Maintain operating records and to prepare reports and recommendations;	X	X
Analyze and evaluate the effectiveness of recreation programs;	X	X
Deal tactfully and effectively with employees and the public;	X	X
Determine training needs, develop training materials, and instruct in recreational activities.	X	X

One year of full-time experience as a Senior Recreation Director or in a class at least at that level providing professional experience in supervising or directing recreational programs and activities is required for Recreation Supervisor.

Two years of full-time paid experience as a Recreation Supervisor is required for Principal Recreation Supervisor.

Physical Requirements: Both Classes: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; good speaking and hearing ability and good eyesight. Persons with certain handicaps may be capable of performing the duties of some of the positions in these classes. Such determination must be made by the medical examiner on an individual basis.

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.