

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

02/11/00 SUPERINTENDENT OF RECREATION AND PARKS OPERATIONS, 2472

Summary of Duties: A Superintendent of Recreation and Parks Operations, through subordinate supervisors, plans, organizes, and directs the recreation programming and park maintenance activities of one of three geographic regions of the Department of Recreation and Parks; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: An employee of this class is responsible for the overall functioning of the region specific activities and programs carried out by employees with expertise in either implementation of recreation programs conducted at department recreation facilities or facility maintenance operations. A Superintendent of Recreation and Parks Operations receives assignments in terms of broad objectives, and is responsible for the presentation of reports and recommendations upon which policy decisions are based. Work performed is reviewed in terms of results obtained and objectives accomplished. Incumbents 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 Superintendent of Recreation and Parks Operations, through subordinate supervisors:

- Manages and directs the planning, organization and implementation of recreation program activities of a geographic region, including appropriate recreational activities for children, youth and adults at City recreational centers and playgrounds;
- Manages and directs the park maintenance program of landscaping and recreation center maintenance within the region;
- Develops short and long term goals and ensures their attainment;
- Establishes administrative control of overtime and personnel utilization;
- Develops methods of communicating with and motivating subordinates to maximize productivity;
- Prepares reports and recommendations to the General Manager and Board of Recreation and Parks Commissioners relative to the operation of the respective regions;
- Meets with citizen groups and officials and appears before the City Council and Council Committees to explain or provide information on specific aspects of the Department's operation;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program;
- May plan, direct and coordinate the activities relating to scientific, cultural and historical facilities including the observatory and specialty museums; and

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A Superintendent of Recreation and Parks Operations must have the following knowledges and abilities:

Knowledge of:

- Principles, practices and methods of public recreation and park administration;
- Programs, facilities and equipment needed for the development, implementation and administration of a comprehensive recreation and park maintenance program;
- City Charter and Administrative Code provisions and state and federal laws affecting the work, of the Recreation and Parks Department;
- Principles, practices, methods, and techniques of public administration, administrative and legislative analysis, management and organization;
- Budget preparation and administration;
- Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
- Techniques of training, instructing, and evaluation of subordinate work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- Memoranda of Understanding as they relate to subordinate personnel;
- Grievance handling procedures;
- City Personnel rules, policies and regulations; and
- Effective safety principles and practices.

The ability to:

- Plan, coordinate and supervise a large staff reporting to facilities located in a large geographic area of the city providing a multitude of recreation and park programs;
- Organize, direct and evaluate studies to obtain effective solutions to problems in organization, personnel utilization or procedural analysis;
- Effectively obtain, manipulate, and interpret information from computers;
- Interpret statistical data, charts and diagrams;
- Deal tactfully and effectively with public officials, private citizens, civic groups, management, subordinates, and others and establish and maintain satisfactory relations with these groups;
- Make effective oral presentations to groups and individuals;
- Prepare written reports and recommendations concisely, completely, logically, and convincingly;
- Establish and maintain a work environment to enhance both employee morale and productivity;

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: **Either:** Two years of experience in a class at least at the level of Principal Grounds Maintenance Supervisor or Principal Recreation Supervisor which provides experience in supervising recreation programs, grounds maintenance programs, or concessions operations; **or** Four years in a class at least at the level of Senior Park Maintenance Supervisor or Recreation Supervisor which provides experience in supervising recreation programs, grounds maintenance programs, or concessions operations.

Appointment to a position in this class is subject to a one year probationary period as provided in Charter Section 109.

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 and responsibilities of any position shall be.