

**CITY OF RIO VISTA**

**RECREATION AND COMMUNITY SERVICES SUPERVISOR**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

The **Recreation and Community Services Supervisor** is a single position classification, under general direction of the City Manager, that exercises a broad range of authority over programs and facilities. The Recreation and Community Services Supervisor plans, assigns, organizes, and supervises recreation programs and activities; ensures work quality and adherence to established policies and procedures; and provides highly responsible and technical staff assistance to the City Manager.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the City Manager. Responsibilities include the direct and indirect supervision of subordinate staff, contracted instructors, and volunteers.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

1. Plan, prioritize, assign, supervise, review, and implement community recreation programs.
2. Participate in the development and implementation of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; monitor work activities to ensure compliance with established policies and procedures.
3. Participate in the selection of recreation staff and instructors; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
4. Participate in the preparation and administration of the department budget; submit budget recommendations; monitor expenditures.
5. Assist in the implementation of specific activities and events, plans and procedures prepared by part-time staff or volunteers.
6. Review reports and activity records.
7. Survey community recreational resources and needs; provide professional guidance to City advisory boards in response to addressing community needs and desires.
8. Oversee City owned recreational facilities; assist in scheduling facilities used for recreational programming activities.
9. Respond to complaints and requests for information.

10. Coordinate recreation activities with other City departments and with outside agencies.
11. Maintain records concerning operations and programs; prepare reports on operations and activities.
12. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of recreation; incorporate new developments as appropriate into programs.
13. Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this certification.

### **WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Recreation and Community Services Supervisor. A typical way of obtaining the required qualifications would be three years of responsible program administration experience related to organized community service and recreation activities including two years of administrative and/or lead supervisory experience.

A Bachelor's degree from an accredited college or university with a major in recreation, public administration or a closely related field is highly desirable. Additional qualifying supervisory experience may be substituted for the required education on a year-for-year basis.

#### **License/Certificate:**

Possession of a Class C California driver's license by date of appointment.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

#### **Knowledge of:**

- Operations, services, and activities of recreation programs.
- Principles and practices of program administration.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Common recreational and social needs of various age groups.

- Principles and procedures for implementing and directing a wide variety of recreation activities and the development of programs through community participation.
- Principles and practices of administration, budget and personnel management.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and techniques of marketing and public relations.
- Project management.

**Ability to:**

- Coordinate and direct recreation programs.
- Supervise, organize, and review the work of assigned staff involved in developing and coordinating recreation programs.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for providing recreation services and programs.
- Understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets and grants.
- Develop and administer community-based recreation programs suited to the needs of the community.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the department to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Skill to:**

- Identifying, analyzing, and responding to issues, trends and legislation.
- Understanding and being respectful of diverse populations and cultural backgrounds, as well as age and physical ability needs and differences.
- Maintain healthy public relations and staff development.
- Effectively use computers, computer applications, and software.