

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RECREATION SUPERVISOR – (Cultural Arts/Sports)

Civil Service Status: Open Competitive	Bargaining Unit: Non-Represented Employees
Probationary Period: One Year	Approved by City Council: 6-1-09
Classification Series: Parks and Recreation	Resolution No.: 2009-75
FLSA Status: Non-Exempt	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under direction of the Director of Parks and Recreation, this mid-management position plans, organizes, directs and administer broad and varied programs of public recreation activities conducted by the Parks and Recreation Department and supervises full and part-time staff; and performs other related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- This supervisory position is responsible for organizing, coordinating, and monitoring the work of staff in an assigned area of the City's recreation activities and programs;
- Performs professional work involving assistance to the Director of Parks & Recreation, and assists in the development of departmental policy;
- Assists in the administration and conduct of overall Parks and Recreation City programs;
- Plans, organizes, coordinates and directs a variety of activities at City parks and recreation facilities and areas; such as contract classes, cultural arts, after-school programs, adult and youth sports programs, skate park and special sports programs or events;
- Publicizes, conducts and evaluates recreation programs, special events and activities;
- Studies and observes interest, attendance and participation and make recommendation on recreational activities for the Community;
- Meets with groups and the public to explain and promote interest and participation in City recreational activities;
- Participate in the development of the annual budget and grant acquisitions for a recreation activity or group of activities;
- Prepares and justifies budget requests;
- Directs contract and class programs;
- Drafts and revises contracts for instructors and initiates payment to contractors;
- Recommend and arrange for the purchase of necessary equipment and supplies;
- Recruits and trains coaches and officials;
- Supervise, evaluate, train, and discipline subordinates, part-time, volunteers and contract employees;
- Holds staff meetings to discuss and evaluate program techniques and content;
- Participates in the planning, development and implementation of the various volunteer programs (Junior Leader Program, Teen Center and After-School Program);
- Prepares and presents a variety of oral and written reports;
- Recommend and arrange for the purchase of necessary equipment and supplies;
- Maintains a variety of records and files;
- May collect fees and register patrons for programs and activities;

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- Promotes and enforces the safe use of all facilities;
- Represents the City and/or department at meetings, seminars workshops and conferences;
- Serves on committees within the City and in professional job related organizations;
- Establish and maintain effective working relationships with employees, volunteers, public groups, agencies and others contacted in the course of work;
- Monitor facility and ball field reservation procedures;
- Serves as Staff Liaison to Parks and Recreation Commission, Arts and Culture Commission and Youth Commission;
- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Equipment, software, programs and technical skills applicable to operating department;
- Organization and supervision in youth and adult recreation programs;
- Leadership techniques and methods of planning, organizing and coordinating recreational activities;
- Techniques and methods of organizing group activities;
- Rules and regulations of sports activities;
- Current policies, procedures and methods necessary to plan, organize, schedule and implement department and City activities, programs and personnel;
- Budget preparation and control;
- Promotional programs and marketing methods;
- Requirements of maintaining facilities in a safe, clean and orderly condition;
- Occupational hazards and safety regulations;
- Modern office practices and procedures;

Skills:

- Equipment used in popular sports, crafts and games;
- Evaluating the measurable results of programs and services;
- Planning, supervising and evaluating the work of others as related to recreation programs;
- Possess skills to word process general correspondence, spread sheet, and reports using a personal computer and software application;
- Operate equipment necessary to performed assigned duties;

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Ability to:

- Making independent judgments and decisions based on standard policy or procedures particularly in problem situations;
- Motivating volunteers and other staff involved with the various programs;
- Organizing and prioritizing work;
- Exerting leadership to develop program contacts and resources;
- Analyze, interpret and explain department policies and procedures;
- Plan, organize, schedule and implement department and City activities and programs in a professional and technically competent manner;
- Teach recreational activities to groups and individuals of all ages;
- Enlist and support the interest and continued participation of children and adults in the recreation program;
- Direct others in efforts aimed at achieving specified outcomes and objectives;
- Establish and maintain effective working relationships with employees, public officials and groups, volunteers, media and members of the public contact in the course of work;
- Work outside normal working hours, making self available for late evenings, weekends, holidays and emergencies;
- Provide good customer service to the public using the Parks and Recreation Department services;
- Maintain professionalism in attitude, attire, relationships, work product and confidentiality;
- Identify occupational hazards and develop solutions that meet safety regulations;
- Provide own transportation to various work sites;
- Be resourceful, take initiative, be creative, be a problem-solver, and use ingenuity;
- Resolve interpersonal conflicts;
- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employee's job performance;
- Foster a teamwork environment;
- Effectively supervise subordinates;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, prioritize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;

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- Assume responsibility for providing effective customer service;
- Work overtime as requested;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor’s Degree from an accredited college or university in Recreation, Leisure Studies, Child Development or Liberal Arts or closely related field. A Master Degree in Public Administration or related field is desirable.

Experience:

Three (3) years of recreation leadership including at least two (2) years (Full Time) in a supervisory capacity in recreation, child care, education or related field with experience in overseeing a subordinate staff.

License or Certificate:

A valid California Class C Driver’s License and a satisfactory driving record.

Desirable Qualifications:

Ability to Speak Spanish;
Current CPR and First Aid Certification;

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.