



SR RECREATION / COMMUNITY SERVICES SUPERVISOR

AGENCY/DEPARTMENT:
Community Services/Recreation

Approved By HR Director: Bob Heitzman

Date Approved: **07/30/2004**

Date of Last Revision:

Reports to: Recreation / Community Services Manager
Supervises: Recreation / Comm Svcs Coordinators and Supervisors
Conflict of Interest Code Filer:

JOB SUMMARY: Under general supervision, develops and oversees a variety of citywide recreation and community services programs, activities, and events; coordinates and promotes cooperative efforts with community agencies; assists with budget preparation; participates in grant writing and other funding opportunities; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Develops and is responsible for a variety of citywide recreation and community service programs, including facilities, youth sports, Tiny Tots, citywide special events, and contract classes (instructional programs).
2. Develops programs based on program evaluation and measurement criteria.
3. Develops new programs based on needs assessment and current community trends, including estimation of needed resources such as staffing, budget, and other resources.
4. Finalizes and presents recommendations for new program recommendations.
5. May oversee a community facility providing multiple recreation and community service programs and activities.
6. Reviews and authorizes facility reservations and scheduling; applies facility usage rates and charges.
7. Supervises and directs the activities of assigned staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
8. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships.
9. Develops, establishes, and enforces new and revised administrative systems, policies, and procedures.
10. Establishes, fosters, and maintains relationships with community groups to market and promote recreational and community service programs and activities.
11. Assists with budget expenditure and revenue monitoring.
12. Participates in the review and compilation of budget data.
13. Assists with grant application preparation; researches and recommends alternative revenue sources.
14. Maintains knowledge of current trends, legislation, and best practices in the recreation and community services field; evaluates their impact on departmental operations and recommends policy and procedural changes.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.

EDUCATION: Equivalent to a bachelor's degree in recreation, physical education, public administration or related field.

EXPERIENCE: Five years of experience in coordinating recreation and community services programs, including supervision of recreation staff.

KNOWLEDGE OF:

- Principles and practices of recreation and community service program administration.
- Development and evaluation of recreation and community services programs.
- Program accounting and revenue methods and techniques.
- Municipal budget preparation and control.
- Promoting, public relations, fund-raising and customer service methods and communication techniques.
- Grant writing and research methodologies.
- Wide variety of recreation programs and current community trends.
- Principles and practices of community facility operations.
- Safety practices in a recreational setting.
- Principles of supervision and training.
- Applicable federal, state, and local laws and regulations.

ABILITY TO:

- Develop and supervise multiple citywide recreation programs.
- Supervise, train and evaluate the work of recreation staff and volunteer personnel.
- Identify and resolve customer service complaints and related issues.
- Apply appropriate rates and fees.
- Compile budget data and make budget recommendations.
- Oversee preparation of and present detailed administrative reports and other related documents and materials.
- Ensure compliance with City policies and procedures.
- Safely and effectively manage the operations of a community facility.
- Represent the City effectively in meetings with community groups and outside agencies.
- Elicit community and organizational sponsorship of recreation programs and events.
- Develop promotional activities and materials for citywide recreation and community services events and programs.
- Operate office computer and utilize spreadsheet, word processing, and other applicable software programs.
- Communicate effectively both orally and in writing with co-workers, supervisors, management, other department representatives, and the public.

LICENSES:

- Valid Class C CA drivers license
- Acceptable driving record at time of appointment

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

Ability to work flexible and weekend hours.

DESIRABLE:

- Master's degree in recreation or public administration.
- Experience in Word, Excel, PowerPoint and RecWare applications.

FLSA Exemption Status: Exempt

Employee Unit: San Bernardino Public Employees Association

DOT Program Participant: No

Job Family: Community Services/Recreation

Career Progression:

- Recreation / Community Services Coordinator
- Recreation / Community Services Supervisor
- Senior Recreation / Community Services Supervisor
- Recreation / Community Services Manager
- Recreation / Community Services Director