

JOB DESCRIPTION for Supervisor of Parks, Recreation and Special Event Activities

SUMMARY DESCRIPTION:

Under the direction of the City Manager, administers, plans, directs, manages, oversees and evaluates the activities, operation and maintenance of the Parks, Recreation programs, Special Event activities and facilities within the City of Grantville.

OVERVIEW OF DUTIES, RESPONSIBILITIES AND POSITION REQUIREMENTS:

The following duties are typical for this job. 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.

1. Develop, plan, organize, implement, and evaluate a variety of community services and recreation programs, including special events and contract services.
2. Establish schedules and methods for providing recreation services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Prepare community event and recreation publicity; coordinate referral systems and the publication of seasonal brochures; coordinate the dissemination of recreation and community service publicity.

5. Identify community needs and recommend appropriate programs related to area of assignment.
6. Prepare periodic reports; maintain files and records.
7. Conduct and supervise special events; develop contracts and hire contracted instructors.
8. Maintain and design the online recreation registration program; process reservation requests for City parks and other City-owned facilities.
9. Serve as staff liaison on various City recreation or community related committees and subcommittees as assigned by the department director.
10. Prepare purchase requisitions, order supplies and materials.
11. Participate in the selection of part-time recreation staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
12. Participate in the preparation and administration of the recreation program budget; submit budget recommendations; monitor expenditures.
13. Respond to complaints and requests for information.
14. Coordinate community service activity programs with other City departments, divisions, outside agencies, and service providers.
15. Coordinate the reservation o facilities with outside organizations.
16. Meet with public groups, clubs, organizations, and agencies to explain and promote community services, activities, and programs that encourage community participation.
17. Select, supervise, train, and evaluate assigned part-time staff.

18. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the recreation field; incorporate new developments as appropriate into programs.

19. Perform related duties as required.

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:

- Methods, techniques, principles, and procedures used in the planning, development and administration of community service programs.
- Common recreational and social needs of various age groups.
- Principles of supervision, training, and performance evaluation.
- Principles and procedures for implementing and direction a wide variety of community services activities.

PRINCIPLES AND PRACTICES OF BUDGET DEVELOPMENT:

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Various sports equipment used in recreation programs.

ABILITY TO:

- Develop and administer a community services and recreation programs suited to the needs of the community.
- Plan, organize, coordinate, and direct the development and implementation of community services programs.
- Analyze, interpret, and explain section policies and procedures.
- Supervise, train, and evaluate employees and volunteers.
- 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.

Education and Experience Guidelines – Any combination of education 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:

Preferred: a bachelor's degree from an accredited college or university with major course work in recreation administration or a related field.

Experience:

Two years of increasingly responsible community service or recreational program administration experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid C.P.R. Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other recreation sites; and to verbally communicate to exchange information.