

CITY OF EMERYVILLE/MESA

CREATED: May 2002
REVISED: May 2006, April 2017

TITLE: RECREATION SUPERVISOR
FLSA Status: Exempt
Job Code: 1555

DEFINITION

Under direction in the Community Services Department, uses the full range of supervisory level skills to direct, manage, supervise and coordinate the programs and services for a major Division within the Department. The Supervisor provides leadership and administrative support to Department management; oversees a wide range of programs and services to carry out the Division's mission; trains and supervises program staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a supervisory classification in the Youth or Adult Services Division of the Community Services Department with program responsibility for the assigned division. This classification is distinguished from Recreation Manager, in that the latter has overall responsibility, including operational and administration responsibility, for the Youth and Adult Services Divisions (including youth, teens, sports, aquatics, seniors, fee-based programs.)

The incumbent receives direction from Department management and exercises supervision over full-time staff including but not limited to Recreation Assistants, Program Coordinators, as well as part-time/seasonal staff. Indirect supervision may be provided to other community services program support personnel who assist with program marketing and implementation. Incumbents are expected to exercise a high degree of expertise, initiative, and independent decision-making to insure customer satisfaction.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of the duties and responsibilities of the classification.

Plans, implements, coordinates, and evaluates the effectiveness and service delivery of comprehensive recreation programs for Adult or Youth Services.

Assesses workloads, administrative support systems, and internal working relationships to identify opportunities for improvement. Reviews program changes and improvements with the Recreation Manager prior to implementation.

Supervises staff; establishes workloads and schedules; implements and interprets policies and procedures; evaluates staff and makes hiring and disciplinary recommendations.

Responds to citizen inquiries and resolves difficult or controversial issues. Trains other personnel in effective customer service techniques.

Assists in recommending and implementing appropriate marketing, program strategies, and implementation.

Serves as a liaison between City of Emeryville, community organizations, patrons of the recreational program, and other public and private agencies.

Develops and implements division goals, objectives, policies, and priorities.

Participates in the development, implementation and monitoring of the program budget over areas of responsibility.

Participates in the development of grants, corporate sponsorships, donations and other fund raising programs to fund services and programs.

May prepare and present verbal and written reports to committees, commissions, community-based organizations, the department management team, and City officials.

QUALIFICATIONS

Knowledge of current theories, principles and practices common to the field of recreation administration; principles of program development, operation, and evaluation; principles and practices of employee supervision, including work planning, assignment, review and training of staff in work procedures; budget and grant administration; principles and practices applying to contract development and administration; research and survey techniques including data collection methodologies and statistics; computer applications for park and recreation service delivery; federal, state and local laws, codes and regulations that are pertinent to the management and operation of recreation programs and facilities.

Ability to monitor program results and demonstrate outcomes both qualitatively and quantitatively; communicate clearly and concisely in verbal and written format; develop reports, grants, evaluations and other materials; handle multiple priorities, organize workload, and meet strict deadlines; facilitate employee and community groups to work effectively and collaboratively; be flexible and to change plans based on the needs of the community; operate software programs including databases and spreadsheets, and electronic registration systems; utilize principles related to marketing to promote community center programs and services; work odd hours and weekends; establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including community leaders, organizations, and businesses.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that will likely produce the knowledge, skills and abilities required for the positions is qualifying. A typical way of qualifying is:

Education: Equivalent of a bachelor's degree from an accredited college or university with major course work in recreation or a related field; and

Experience: Three (3) years' experience in the management and delivery of multiple recreation and community services programs, including one (1) year of experience in a leadership and/or supervisory capacity is required.

Licenses

Possession of a valid California Driver's License and a satisfactory driving record is an initial and on-going requirement of the position. Possession of a valid California Commercial Driver's License with Passenger Endorsement is highly desirable.

SPECIAL REQUIREMENTS/WORKING CONDITIONS

Eye sight sufficient to read data, memos, spreadsheets, vouchers, computer screens; manual dexterity to operate a personal computer, typewriter, photocopying, word processor; ability to sit for extended periods; stand , walk, bend reach above and below shoulders, lift and carry objects weighing up to 20 pounds, work occasional long hours; stamina to interact with a variety of school age children. Must be willing to work evenings and weekend hours, if required.