

LEGENDS:

Additions

Deletions

Approved January, 2007

Proposed November, 2018

CITY OF SANTA CLARA, CALIFORNIA
RECREATION SUPERVISOR
(685)

EDUCATION AND EXPERIENCE

Minimum ~~Requirements~~ *Qualifications*:

- ~~Graduation from~~ *A Bachelor's Degree from* an accredited college or university with a major in ~~recreation~~ *Recreation, physical* ~~Physical education~~ *Education, Sociology, Communications, or an approved* related field. ~~; and~~
- Four (4) years of paid full-time experience in the supervision of a public recreation program, including the supervision of recreation ~~leader personnel~~ *staff* and a recreational facility. -These four (4) years may be a combination of full-time, part-time, and internship experience (~~2000~~ *2080* hours part-time and/or internship experience are equivalent to one year of full-time work experience.)

Possible Substitutions ~~for Education~~:

- Graduation from high school or possession of a G.E.D. and five (5) years of additional paid full-time experience in the supervision of recreation ~~personnel~~ *staff* in a public recreation setting may be substituted for the college graduation requirement.

LICENSE

Possession of a valid California Class C driver's license is required *at time of appointment and for the duration of employment.*

DISTINGUISHING CHARACTERISTICS

This is a management position in the Classified Service responsible for performing supervisory work involving varied and complex administrative and promotional duties, *including* ~~and entailing~~ the development and supervision of ~~a diversified program of~~ public recreation programs and special events throughout the City. The incumbent exercises independent judgment and discretion ~~not of a routine or clerical nature~~ in the supervision *and evaluation* of employees. ~~including evaluating and reporting on the work efforts of employees, in recommending to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward, or discipline employees, and in weighing the economic impact of deploying or directing employees.~~ The incumbent may be required to work in ~~other~~ specific areas of recreation programs, ~~responsibilities~~ including sports, aquatics, cultural arts, senior citizens, youth, teens, therapeutics, and special events. ~~and The incumbent~~ may be required to supervise the Community Recreation Center, Senior Center, Youth Activity Center, Teen Center or other parks and recreation facilities. ~~The incumbent is expected to perform routine and complex staff work in recreation and take specific responsibility for assigned recreation programs.~~

RECREATION SUPERVISOR (Continued)

TYPICAL DUTIES

~~Each position in this classification may not include all of the duties listed below, nor do the examples cover all duties that may be performed.~~ *Duties may include, but are not limited to, the following:*

- Researches ~~the need for~~, recommends, initiates, maintains, operates, and evaluates a diversified community-wide program for *a* targeted population
- Plans and promotes a variety of activities and events for various age and special interest groups
- Works with ~~subordinate~~ recreation ~~personnel~~ *staff* to develop a program suitable for and adapted to the needs of individual recreation areas
- Interprets and enforces departmental policies for the public and employees
- Collects and accounts for fees and charges
- Interviews, trains, and supervises ~~full-time and part-time regular, temporary, volunteer and clerical personnel~~ *staff and volunteers*
- Schedules and supervises the use of facilities for participant groups
- Processes applications for use of space and equipment
- Evaluates recreational programs and makes recommendations to the Recreation ~~Superintendent~~ *Manager* or other designated staff
- Develops and prepares routine and complex reports
- Assists in preparing budget recommendations
- Prepares and controls equipment and ~~stock~~ inventories; ~~and~~ inspects and oversees equipment care and use
- Performs other related duties as ~~required~~ *assigned*
- ~~Organizes and directs recreation programs and special events~~

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- ~~Modern principles~~ *Principles* and practices of recreation and/or recreational therapeutic activities
- ~~The camping~~ *Camping*, art, drama, music, sports, physical fitness, ~~and~~ special events, recreational activities for children, ~~juveniles and adults~~ *teens, and seniors in a recreation setting*
- *Principles and practices of* ~~Current personnel practices including~~ supervision, training, and evaluation of employees
- *Principles and practices of budget development*
- Environmental and safety practices, procedures and standards
- ~~Working knowledge of computer programs necessary for correspondence, programming and daily communications~~

Ability to:

- Effectively and efficiently plan, organize and supervise ~~employees~~ *staff* and volunteers
- *Operate computer software programs including Microsoft Word, Excel, PowerPoint, and Outlook*
- *Analyze, interpret, and explain division policies and procedures*
- Organize and direct activities, programs and special events
- ~~Direct the activities of recreation workers and related personnel~~

RECREATION SUPERVISOR (Continued)

- ~~Work cooperatively with fellow employees and the public~~
- Speak *clearly and* effectively at public ~~gatherings~~*events or functions*
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Walk or stand for extended periods of time
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Bend, stoop, reach, carry, crawl, climb, run, and lift *up to 50 pounds* as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the direction of the Recreation ~~Superintendent~~*Manager* or Parks and Recreation Director.

SUPERVISION EXERCISED

Supervises ~~Assistant Recreation Supervisor, Sports Coordinator,~~ Recreation Coordinators, *part time* ~~and regular recreation and clerical staff including~~*staff and* volunteers as assigned.

OTHER REQUIREMENTS:

- May be required to work unusual hours to meet recreational needs of the general public
- Must be able to perform all of the essential functions of the job assignment
- ~~As a condition of employment, incumbents will be required to be fingerprinted in accordance with California State Law~~

CITY OF SANTA CLARA, CALIFORNIA
RECREATION SUPERVISOR
(685)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- A Bachelor's Degree from an accredited college or university with a major in Recreation, Physical Education, Sociology, Communications, or a related field.
- Four (4) years of paid full-time experience in the supervision of a public recreation program, including the supervision of recreation staff and a recreational facility. These four (4) years may be a combination of full-time, part-time, and internship experience (2080 hours part-time and/or internship experience are equivalent to one year of full-time work experience.)

Possible Substitutions:

- Graduation from high school or possession of a G.E.D. and five (5) years of additional paid full-time experience in the supervision of recreation staff in a public recreation setting may be substituted for the college graduation requirement.

LICENSE

Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

This is a management position in the Classified Service responsible for performing supervisory work involving varied and complex administrative and promotional duties, including the development and supervision of diversified public recreation programs and special events throughout the City. The incumbent exercises independent judgment and discretion in the supervision and evaluation of employees. The incumbent may be required to work in specific areas of recreation programs, including sports, aquatics, cultural arts, senior citizens, youth, teens, therapeutics, and special events and may be required to supervise the Community Recreation Center, Senior Center, Youth Activity Center, Teen Center or other parks and recreation facilities.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

- Researches, recommends, initiates, maintains, operates, and evaluates a diversified community-wide program for a targeted population
- Plans and promotes a variety of activities and events for various age and special interest groups
- Works with recreation staff to develop a program suitable for and adapted to the needs of individual recreation areas
- Interprets and enforces departmental policies for the public and employees
- Collects and accounts for fees and charges

RECREATION SUPERVISOR (Continued)

- Interviews, trains, and supervises staff and volunteers
- Schedules and supervises the use of facilities for participant groups
- Processes applications for use of space and equipment
- Evaluates recreational programs and makes recommendations to the Recreation Manager or other designated staff
- Develops and prepares routine and complex reports
- Assists in preparing budget recommendations
- Prepares and controls equipment and inventories; inspects and oversees equipment care and use
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of recreation and/or recreational therapeutic activities
- Camping, art, drama, music, sports, physical fitness, special events, recreational activities for children, teens, and seniors in a recreation setting
- Principles and practices of supervision, training, and evaluation of employees
- Principles and practices of budget development
- Environmental and safety practices, procedures and standards

Ability to:

- Effectively and efficiently plan, organize and supervise staff and volunteers
- Operate computer software programs including Microsoft Word, Excel, PowerPoint, and Outlook
- Analyze, interpret, and explain division policies and procedures
- Organize and direct activities, programs and special events
- Speak clearly and effectively at public events or functions
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Walk or stand for extended periods of time
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Bend, stoop, reach, carry, crawl, climb, run, and lift up to 50 pounds as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the direction of the Recreation Manager or Parks and Recreation Director.

SUPERVISION EXERCISED

Supervises Recreation Coordinators, staff and volunteers as assigned.

OTHER REQUIREMENTS:

- May be required to work unusual hours to meet recreational needs of the general public
- Must be able to perform all of the essential functions of the job assignment