

Title: Recreation Supervisor II
PG: 45
Status: Civil Service
Position Reports to: Recreation Supervisor III
Department: Parks and Recreation

Class Code: 8056
Date: 09/08

GENERAL DESCRIPTION OF CLASS

Work involves responsibility for participating in the development, coordination, and supervision of a comprehensive recreation program.

ESSENTIAL FUNCTIONS:

1. Directs in the planning, organization and supervision of softball, basketball, and flag football.
2. Maintain statistical records.
3. Hires, schedules and pays officials.
4. Maintains fiscal records.
5. Prepares related publicity.
6. Prepares recommendations for improvement of existing programs or development of new programs.
7. Officiates as required.

ADDITIONAL RESPONSIBILITIES:

1. Assists with special events.
2. Performs work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of rules, regulations and scoring of a variety of sports.
2. Knowledge of the philosophy, objectives and practices of public recreation.
3. Knowledge of First Aid.
4. Knowledge in maintaining facilities at a quality level acceptable for professional sports.
5. Ability to establish and maintain effective working relationships with co-workers, other city employees and the general public.
6. Ability to maintain statistical and fiscal records and prepare reports.
7. Ability to mediate, troubleshoot, problem solve and diffuse potential difficulties.
8. Ability to arrange and coordinate schedules for league and tournament play.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 30 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from a four (4) year accredited college with major course work in recreation
2. One (1) year of experience in recreation leadership work.
3. An equivalent combination of education and experience that is determined to be directly related to the specific foregoing requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

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SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's class "D" license (6) six months upon being hired.
2. Must maintain a valid home telephone number.
3. May be required to maintain a First Aid/CPR certification.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.