

Title: Recreation Supervisor III
PG: 49
Status: Civil Service
Position Reports to: Superintendent of Recreation
Department: Parks and Recreation

Class Code: 8057
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

Professional recreation work of an administrative nature in assisting in the planning and supervising of the municipal recreation. Work involves implementing department and City policies as they pertain to the Recreation Division, including planning, developing, controlling, and evaluating recreational facilities and maintenance.

ESSENTIAL FUNCTIONS:

1. Assists in the general planning and direction of an expanding, flexible program of recreational activities for all segments, groups, ages, and interest levels of the community; directly supervises major segments of the program such as summer programs.
2. Interviews, or participates in the interviewing of, personnel for employment in the recreation program; tests applicants; investigates problems of a disciplinary nature concerning staff members and takes or recommends appropriate action.
3. Meets with school officials to coordinate use of school facilities and programs; plan recreation program involving other agencies and resources.
4. Prepares correspondence and communications pertaining to recreation; prepares or assists in the preparation of reports on departmental activities.
5. Conducts orientation and other training sessions for staff personnel; evaluates staff work performance.
6. Participates in execution of programs, particularly in new, experimental, or difficult programs; investigates and resolves situations requiring changes in content, staff, timing, or facilities.
7. Maintains and manages operating budgets, special event's budgets. Supervises the rate of expenditures.
8. Assists Superintendent with budget process, capital projects and special projects.
9. Supervises and evaluates performance of multiple employees.
10. Supervises the arrangement procedures of rental facilities.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of computer programs, hardware, and software.
2. Considerable knowledge of the principles, practices and objectives of recreation administration.
3. Considerable knowledge of a variety of recreational programs and activities.
4. Considerable knowledge of human behavior, psychology, as applied to varied groups participating in recreational activities.
5. Knowledge of operation of various exercise equipment.
6. Knowledge of the rules and regulations governing various competitive athletics.
7. Some knowledge of the principles and practices of business or public administration.
8. Ability to assist in the development and execution of a well-rounded program of recreational activities on a city-wide basis and to supervise staff.
9. Ability to cooperate with and interpret recreational philosophies to public and private groups and agencies and the general public.
10. Ability to maintain records and prepare reports.
11. Ability to mediate, troubleshoot, problem solve and diffuse potential difficulties.

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WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 50 pounds of force on a recurring basis, routine keyboard operations. The job risks exposure to blood borne pathogen, high temperatures outside activities-heat and bright/dim light. 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 or university with major course work in recreation.
2. Two (2) years of experience in an administrative or supervisory capacity in recreation management.
3. One (1) year of experience in recreation leadership work.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level one (1) or completion within twelve (12) months.

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 work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.