

**CITY OF LOS BANOS
JOB DESCRIPTION**

POSITION TITLE	RECREATION SUPERVISOR
DEPARTMENT	PUBLIC WORKS
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	MIDDLE MANAGEMENT

DEFINITION

To plan, organize, supervise and coordinate the activities of the Recreation Division within the Public Works Department including park and facilities, and recreation services; to provide leadership to staff; to coordinate recreation activities with other divisions, departments, and groups. The Recreation Supervisor exercises responsible professional judgment in administration and planning, reporting to and receiving general policy and administrative guidance from the Parks & Recreation Operations Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Parks & Recreation Operations Manager and general direction from the Public Works Director/City Engineer. Exercises direct supervision over assigned personnel.

EXAMPLES OF JOB RELATED DUTIES

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

- Reliable and dependable attendance and punctuality.
- Assist the Operation Manager in developing and implementing division goals, objectives; establish performance standards, methods and related activities for assigned personnel; develop and implement 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.
- Prepare community event and recreation publicity; coordinate referral systems and the publication of seasonal brochures; coordinate the dissemination of recreation and community service publicity.
- Identify community needs and recommend appropriate programs related to area of assignment.
- Works with community groups on matters of civil and recreational interests.
- Maintains activity and progress records.
- Plans, organizes, and supervises a variety of services including but not limited to; senior citizen, cultural, special populations, youth and adult activities, special events, and athletics on a citywide basis, and related community services.
- Develop contracts and hire contracted instructors

- Supervises the issuance, use, care and maintenance of supplies and equipment.
 - Identifies resource needs; review needs with appropriate management staff; allocate resources accordingly.
 - Provides general supervision over activities and special community services.
 - Prepares, maintains, and submits various written reports.
 - Maintain and design the online recreation registration program; process reservation requests for City parks and other City-owned facilities
 - Advises and assists individuals and groups on matters of social and community service problems in the assigned neighborhood area.
 - Instructs and supervises assigned recreation personnel in the lower classifications in the performance of assigned duties, checks on proper completion of work.
 - Receives cross training in a variety of community service areas; maintains activity and progress records and prepares periodic reports.
 - Select, supervise, train, and evaluate assigned part-time staff
 - 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.
- Perform other related duties as assigned.

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 directing 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 program.
- Understand and follow both oral and written instructions.
- Speak clearly and precisely, and make public presentations.
- Exercise independent judgment and work with minimal supervision.
- Establish and maintain effective interpersonal relationship with co-workers and members of the public.
- Manage and supervise others.
- Analyze, interpret, and explain section policies and procedures.
- Maintain a physical condition equal to the needs of the position. This includes but

is not limited to basic office skills, driving, communication skills, hearing, sight and speech.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Must be age eighteen (18) by date of application.
- Possession of a valid Class C driver license.
- Possession of, or ability to obtain, an appropriate, valid first aid certificate; CPR certificate.
- Two (2) years of increasingly responsible community service or recreational program administration experience.
- Experience in marketing programs, including use of social media.

DESIRED QUALIFICATIONS

- Graduation from an accredited college with a bachelor's degree in Recreation, Physical Education or a related field.
- Professional certification in the field of Parks or Recreation.

6/22