

## Recreation Superintendent

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under administrative direction of the Director of Public Services, directs, manages, supervises, and coordinates the activities and operations of the Recreation Division within the Public Services Department including planning, organizing, scheduling, coordinating, and directing a variety of community recreation programs, services and activities for various ages; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Public Services.

### **IDENTIFYING CHARACTERISTICS**

The Recreation Superintendent is considered a Division Manager with responsibility for the management of a Division that includes several line areas/sections or functional work groups of significant depth and complexity. Responsibilities include overall administration and implementation of a Division including development of Division objectives and design and implementation of supporting units, programs, processes, policies, and/or procedures to successfully achieve those objectives. A Division Manager is also responsible for the development, administration, and control of the associated budget(s). The Recreation Superintendent is distinguished from the Recreation Supervisor class in that the Recreation Superintendent has overall program and administrative responsibility for the recreation programs and activities whereas the Recreation Supervisor positions are responsible for a specific program(s) or program area.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assumes management responsibility for assigned services and activities of the Public Services Department's Recreation Division including youth sports, adult sports, aquatics, special events, teen programs, camps, special interest classes, and other programs and activities; supervises the rental and use of the various recreation program facilities including scheduling and collecting fees.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for recreation staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates assigned recreation personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

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6. Evaluates community needs and interests; prepares community surveys; meets with individuals, community groups, and school officials to assure that facilities, programs, and activities are meeting changing needs of the community; recommends new recreation programs to meet community needs.
7. Supervises and/or assists with the design, preparation, and distribution of recreation publicity including press releases, brochures, pamphlets, newsletters, flyers, and printed schedules.
8. Researches, budgets, requisitions, purchases, and inventories recreation, sports, and aquatics equipment, supplies, and awards.
9. Oversees and participates in the development and administration of the Division's annual budget; assumes responsibility for the development of the assigned Capital Improvement Project budget for assigned areas; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
10. Maintains records and prepares reports.
11. Serves as the liaison for the Public Services Department's Recreation Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
12. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
13. Provides responsible staff assistance to the Public Services Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to recreation programs, policies, and procedures as appropriate.
14. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of community recreation services; incorporates new developments as appropriate.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints; provides customer relations.
16. Provides technical assistance on a variety of matters including capital improvement projects, parks and facility maintenance, long range planning, and purchasing.
17. Serves as acting Director of Public Services as assigned.
18. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Operational characteristics, services, and activities of a community recreation program.
2. Principles and practices of program development and administration.
3. Principles and practices used in the development, implementation, and conduct of a variety of

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recreation activities and programs through community participation.

4. Program content for specialized community recreation activities. Common recreational, cultural, and social needs of a community.
5. Principles and practices of municipal budget preparation and administration.
6. Principles of supervision, training, and performance evaluation.
7. Pertinent federal, state, and local laws, codes, and regulations.
8. Modern office procedures, methods, and equipment including computers and supporting software applications.
9. Principles of business letter writing and report preparation.

**Ability to:**

1. Oversee and participate in the management of a comprehensive community recreation program including youth sports, adult sports, aquatics, special events, teen programs, camps, special interest classes, and other programs.
2. Supervise the rental and use of the various recreation program facilities including scheduling and collecting fees.
3. Oversee and participate in the preparation and distribution of publicity concerning new and on-going recreation programs/activities.
4. Understand community needs in a variety of recreation areas and evaluate activities according to those needs.
5. Oversee, direct, and coordinate the work of lower level staff.
6. Select, supervise, train, and evaluate staff.
7. Participate in the development and administration of division goals, objectives, and procedures.
8. Prepare and administer large program budgets.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Research, analyze, and evaluate new service delivery methods and techniques.
11. Interpret and apply federal, state, and local policies, laws, and regulations.
12. Ensure adherence to established safety rules, regulations and guidelines.
13. Keep accurate records and prepare clear and concise administrative and financial reports.
14. Respond to requests and inquiries from the general public; tactfully and courteously represent the Public Services Department during public contacts.
15. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

16. Communicate clearly and concisely, both orally and in writing.
17. Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in parks and recreation administration, physical education, public administration, or a related field.

**Experience:**

Five years of increasingly responsible recreation program experience including two years of administrative and supervisory responsibility.

**License or Certificate:**

Possession of, or ability to obtain by date of appointment, an appropriate driver's license. Possession of a certification in standard first aid and cardiopulmonary resuscitation is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:**

Work is performed primarily in a standard office environment with some travel to different sites; some exposure to all types of weather and temperature conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:**

See in the normal visual range with or without correction.

**Hearing:**

Hear in the normal audio range with or without correction.