

CITY OF SOLVANG
JOB DESCRIPTION
RECREATION SUPERVISOR
Range 126

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.

DEFINITION

Under general direction of City Manager's appointee (Manager or Department Head) , performs highly responsible and professional work in planning, coordinating and directing a diverse program of municipal recreation and other related activities for all age groups. Oversees the City's registration and park reservation system, and corresponding financial processes. Supervises recreation staff.

LICENSE REQUIRED

- Possession of an appropriate, valid driver's license to operate Recreation vehicles and busses (Class B or Class C commercial as appropriate).
- Possession of a valid CPR and First Aid Certificate.

EXAMPLES OF DUTIES

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

- Plans, administers and directs a comprehensive program of public recreation and leisure for all age groups and special populations including the design and development of new programs and services.
- Participates and instructs in a variety of recreational programs, trips and/or special events as required, including those that are beyond the standard work shift.
- Supervise and participate in the development and administration of the program budget.
- Recommends fees and charges for recreational activities.
- Select, train, motivate and evaluate personnel, provide or coordinate staff development.
- Represent the department to outside groups and organizations, participate in outside community and professional groups and committees, and provide technical assistance as necessary.
- Research, prepare and submit administrative reports, studies and grant applications, prepare written correspondence as necessary.
- Analyzes community needs and prepares long-range plans to meet those needs.
- Oversees and assists the Recreation Coordinator in all aspects of recreation program registration, including reviewing and printing program rosters, ensuring completion and filing of waivers, payment collection and deposits, cancellation procedures and other related work.
- Oversees and assists the Recreation Coordinator in the scheduling of the Veterans' Memorial Building reservations and City parks reservations including the use of park fields/courts. Handles related payments, deposits, and refunds. Coordinates with City departments/divisions regarding pertinent information to reservations in a timely manner.

- Plans and coordinates recreation based special events within the City of Solvang including park permits, scheduling, collection and deposit of fees, and other related duties. Works with clients and City departments/divisions to coordinate and share pertinent information related to the special events in a timely manner.
- Assists in coordinating and maintaining the City of Solvang streetlight and highway banner programs including scheduling, collection and deposit of fees, and other related duties. Coordinates with other City departments/divisions regarding installation and removal in a timely manner.
- Prepares and publishes recreation department advertisements, memorandums, press releases, quarterly calendars.
- Develops recreation program objectives to be reviewed by the City Manager's appointee (Manager or Department Head)
- Works with appointive committees, the general public, business groups, service clubs and other community groups in exploring, creating, developing, financing, coordinating and implementing new program ideas.
- Plans, organizes, directs, and coordinates all adult sport programs.
- Prepares correspondence, memos, and reports.
- Performs related duties as assigned.

ESSENTIAL FUNCTIONS

- Coordinate and oversee the scheduling of community facilities.
- Select, supervise, train and evaluate staff.
- Work with the community and other city departments on matters relating to parks and recreation.
- Prepare and administer the department budget.
- Philosophy, trends, principles and techniques of community recreation service administration.
- Program planning and techniques related to parks and recreation.
- Knowledge of principles of personnel management supervision and training.
- Meet and deal effectively with a variety of community, private, governmental groups and individuals.
- Read, understand and apply complex written material.
- Compose correspondence, reports and resolutions.
- Understand and carry out oral or written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.
- Understands and applies the principles and practices of safety in recreation programs.
- Interact and relate effectively with all segments of the community
- Accurately assess community recreation needs and desires.

EDUCATION AND EXPERIENCE

Attainment of a Bachelor's degree from an accredited college or university in recreation administration, business administration or a closely related field is desired; Three years of responsible experience in recreation, parks and community service program administration including supervisory experience.

PHYSICAL DEMANDS

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

PHYSICAL REQUIREMENTS

Strength: Medium – Exert force of 25-50 pounds occasionally, or 10-25 pounds frequently or 10 pounds constantly to lift, carry, push, pull, or move objects. Frequently stand or walk, bend, stoop, crouch, push/pull, twist at the waist, handle, grip, grasp, reach above at or below shoulder level. Occasionally sit, crawl, kneel, climb stairs, ladders and scaffolding, fingering; frequently extend neck from side to side, occasionally downward and upward.

Vision: Visual acuity which could be corrected sufficiently to perform the essential functions of the position.

Hearing: Effectively hear/comprehend oral instructions and communication.

ENVIRONMENTAL CONDITIONS

Works indoors and outdoors; Constantly uses a computer. Occasionally is exposed to dust; may work in inclement weather; may be exposed to or have physical contact with hazardous materials; may be exposed to noise; work at heights, or in confined spaces; may be required to work at night

This is to acknowledge that I have received a copy of this job description and understand its contents.

Employee Signature

Date