

**City of San José**  
**CLASS SPECIFICATION**

**Title: Recreation Superintendent (6129)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Parks, Recreation, and Neighborhood Services	Varies	Exempt

**CLASS SUMMARY**

Under general direction, performs work of considerable difficulty in planning, administering and supervising the operations of a major section of the Recreation and Community Services Division. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

An incumbent of this class is responsible for managing a section of the Recreation and Community Services Division. This class differs from the lower class of Recreation Supervisor in that incumbents of the latter class supervise major programs within the section. This class reports to one of the department's Deputy Directors, and differs from that class in that class is responsible for all of the department's Recreation and Community Services programs.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

A Bachelor's Degree from an accredited college or university in Recreation and Leisure Services, Social Services, Public Administration or related field AND four (4) years of increasingly responsible experience in supervision and management of recreation and human service programs including one (1) year administering an assigned district or area or a major, comprehensive, City-wide recreation program.

**Required Licensing (such as driver's license, certifications, etc.)**

Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Knowledge, Skills, and Abilities**

Knowledge of:

- Principles and practices of public and business administration and supervision.
- The philosophy, trends, principles and techniques of recreation and related human services.
- Budget preparation and administration.
- Various recreation program standards and their application.
- The principles of program development, operation and evaluation.

Ability to:

- Manage a varied group of programs for special groups, ie. seniors, persons with disabilities, community leaders.

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- Relate effectively to employees and the public.
- Express oneself clearly and concisely, both orally and in writing.
- Identify the service needs of special groups

**Desirable Qualifications**

**(Knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

Knowledge of:

- Grant development and administration.
- The City of San Jose's accounting and budget system.
- Community and community-based organizations.

Ability to:

- Develop procedures, policies and reporting requirements to ensure compliance with program goals.

<b>DUTY NO.</b>	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>
1.	Plans, controls, directs and evaluates the operations of a major section of the Department of Neighborhood Services for programs such as community service, youth services, special services for seniors, special recreation services for disabled persons, sports, aquatics and recreation camps.
2.	Through subordinate supervisory personnel, assigns, trains, directs and evaluates the work of a large staff; makes recommendations on employment, retention, promotion, demotion and other personnel actions.
3.	Directs and participates in the identification and formulation of the section's program goals and objectives; analyzes, prepares and directs the enforcement of policy and procedures for operations and functions within the section.
4.	Prepares, develops and controls a major section of the budget for the recreation division.
5.	Initiates and coordinates cooperation from a complex network of departments and agencies providing input to the various programs for a wide variety of special groups.
6.	Performs difficult citizen involvement and agency liaison work; advocates and interprets recreation and human services programs.
7.	Initiates, develops and directs large governmental grants and joint agreements in order to supplement the operating budget and extend recreation and human services programming to a wide range of special groups.

**TYPICAL END RESULTS INCLUDE**

The development of recreation and human services programs and facilities which provide equal

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opportunities for recreation services to all segments of the community; the development of a section budget which assures maximum accountability and optimum service delivery; the direction of a public contact program which stimulates an increased amount of citizen and agency participation in recreation programming; the development of program objectives to provide a quantitative and qualitative measure of results; the development of operational and performance standards to assure effective, efficient methods of operation and a competent workforce; and obtaining additional funds and services through grants and other resources.

**CLASSIFICATION HISTORY** *Created 7/80, Rev. 04/18; s001*