

City of San José
CLASS SPECIFICATION
TITLE: Recreation Supervisor(7124)
Recreation Supervisor(Part Time) (7132)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
PRNS	Recreation Superintendent, Therapeutic Services Manager	Exempt

CLASS SUMMARY

Incumbents are responsible for work of moderate difficulty developing and supervising a comprehensive recreational and community services program in a large geographic area, major city-wide therapeutic recreation programs, gerontology recreation programs, or human services for people with disabilities.

DISTINGUISHING CHARACTERISTICS

This is the professional management level class of the Recreation classifications allocated to the Parks, Recreation and Neighborhood Services Department. Under general supervision, incumbents report to Recreation Superintendent or Therapeutic Services Manager. This class differs from the Recreation, Gerontology and Therapeutic Specialists in that the incumbents of this class perform duties that require broader knowledge of recreation and community services, therapeutic recreation programs, and/or gerontology recreation programs.

QUALIFICATIONS

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

Minimum Qualifications

Education: Completion of a Bachelor's Degree in Recreation and Leisure studies, Physical Education, Gerontology, Therapeutic Recreation, or closely related field.

Experience: Two (2) years of experience in recreation programming or therapeutic recreation or gerontology programming.

Licensing: As a condition of employment in some designated positions, possession of a valid State of California Class B driver's license with applicable endorsements may be required in the performance of job duties

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 supervision.
- Ability to manage revenue based recreation programs and services.
- Ability to establish and maintain effective working relationships with all levels of employees and the public.

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- Ability to express oneself clearly and concisely, both orally and in writing.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

Common Knowledge, Skills and Abilities

- Ability to manage community center and program budgets.
- Ability to operate software programs including databases and spreadsheets, including electronic registration systems.
- Knowledge of City policy and administrative procedures.
- Ability to utilize principles related to marketing to promote community center programs and services.
- Knowledge of special program standards and their applications

The following specific KSA's may be required for assignments involving an emphasis on the Recreation and Community Services specialty:

- Knowledge of general recreation and community services needs.
- Knowledge of various sources of funding, community resources for recreation programs and services and community partnership building.
- Ability to coordinate, conduct and supervise a variety of recreation activities of City-wide scope or specialized programs targeted to children, youth, adults, seniors, or other specialized populations.
- Knowledge of leisure marketing skills (public information and program promotion).
- Knowledge of grant writing.
- Ability to develop and implement annual business plans.
- Knowledge of aquatics program pools, facilities, and equipment and their proper use
- Knowledge of aquatics program safety standards and regulations
- Ability to train and audit pool personnel on emergency response in an aquatics program setting

The following specific KSA's may be required for assignments involving an emphasis on the Therapeutics Services specialty:

- Knowledge of variety of therapeutic recreation activities.
- Knowledge of mental, physical, and developmental disabilities, and the service and safety needs associated with each.
- Ability to coordinate and adapt a variety of special recreation activities of a major scope to the needs of people with disabilities.
- Ability to relate effectively to people with disabilities, employees, and the public.
- Knowledge of local organizations and agencies providing services to people with disabilities.

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The following specific KSA's may be required for assignments involving an emphasis on the Gerontology Services specialty

- Knowledge of service needs of the senior population, such as physical fitness, recreation, socialization, nutrition, and health maintenance.
- Ability to coordinate and adapt a variety of special activities of a major scope to senior populations.
- Ability to manage programs which offers a multiplicity of services for senior populations.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (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:	FRE-QUENCY*
1.	Plans, organizes and supervises a staff that delivers specialized programs for children, youth, adults, seniors and persons with disabilities.	Continuous
2.	Identifies and analyzes services needs for an assigned geographical area.	Occasional
3.	Prepares objectives for district-wide programs, targeted City-wide programs or special events and activities; directs, reviews and approves development program goals within assigned area; advises staff on establishment and implementation of program objectives and meets programs goals as outlined in the annual business plan.	Frequent
4.	Initiates and establishes policies and procedures as they relate to specialized service programs; enforces policies regarding program operations.	As Required
5.	Prepares, controls and implements budgets for the specialized service programs within assigned area.	Frequent
6.	Supervises employees, volunteers, contract employees or students through training, assigning and monitoring work; recommends employment, retention, promotion, demotion, and completes performance evaluations.	Frequent
7.	Prepares reports on program operation, such as quarterly reports, monthly summaries grant program evaluations and memorandums.	As Required
8.	Supervises development of resources through fundraising, solicitation of donations or co-sponsorships, and obtaining grants to support programs.	As Required
9.	Develops grant proposals and monitors grant programs.	As Required
10.	Manages community partnerships.	Frequent
11.	Aligns program objectives and work plans with the goal of better supporting the department's cost recovery, fee generation and financial sustainability targets.	Frequent

*Frequency defined as %, (totaling 100%) or "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

Incumbents supervising Recreational and Community Services programs may be responsible for:

- Developing policies and procedures governing management and use of facilities.

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- Supervising and initiating contacts and negotiations for use of various facilities for a variety of recreation and community service programs.
- Scheduling a variety of facilities for use by the department, other departments and outside agencies.

Incumbents supervising Gerontology Services programs may be responsible for:

- Providing staff assistance to advisory council(s) and other committees that benefit the senior population.
- Supervising publication and promotion of senior programs through all forms of media.

Incumbents supervising Therapeutic Services programs may be responsible for:

- Performing public contact and liaison work, development and administration
- Planning, coordinating and supervising highly specialized city and county-wide programs for individuals with various types of moderate to severe disabilities including year-round activities and major events.

CLASSIFICATION HISTORY

4/82,Rev 4/85, 11/89, 4/92, P/T Added 6/93, Consolidation(Therapeutic Supervisor & Gerontology Supervisor) 3/11
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