

City of San José
CLASS SPECIFICATION

Title: Parks, Recreation, and Facilities Supervisor (7122)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks, Recreation and Neighborhood Services	Varies	Non-exempt

CLASS SUMMARY

Under general supervision, performs work of considerable difficulty in the supervision of staff; park operations, protection, and maintenance at a major visitor attraction facility or other facility; developing and supervising comprehensive recreational services programs in a large geographic area; major city-wide therapeutic recreation programs; or gerontology and youth recreation programs. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Parks, Recreation, and Facilities Supervisor performs duties that require broad knowledge of recreation, therapeutic recreation programs, and/or gerontology recreation programs, and care and shelter coordination; is responsible for ensuring the proper maintenance and operation of City Parks by supervising interpretive and education programs for City park users, ensuring safe, secure parks; maintaining and conserving natural features and wild life in City parks and coordinating emergency services within parks such as search and rescue and fire suppression. This class differs from the Parks Manager and Recreation Superintendent in that Parks Managers and Recreation Superintendents are responsible for directing a major section within Parks, Recreation, and/or Community Services divisions.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Two (2) years of undergraduate course work from an accredited college or university (equivalent to 60 semester units or 90 quarter units), and four (4) years increasingly responsible experience in the maintenance and operations of a park or administering recreation programs, including two (2) years in a lead capacity.

Acceptable Substitution

Additional related experience may be substituted for the education requirement on a year-for-year basis. A bachelor's degree may be substituted for up to two (2) years of the required experience. There is no substitution for the lead experience.

Required 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 Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.

City of San José
CLASS SPECIFICATION

Title: Parks, Recreation, and Facilities Supervisor (7122)

- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Collaboration - Develops networks and builds alliances; engages in cross-functional activities.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.
- Leadership- Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.
- Planning- Acts to align own unit's goals with the strategic direction of the organization; defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Problem Solving- Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Project Management - Ensures support for projects and implements agency goals and strategic objectives.

Additional Competencies and/or Desirable Qualifications

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

Minimum Knowledge, Skills and Abilities

- Knowledge of safety rules in using herbicides, insecticides and other chemicals.
- Knowledge of conservation principles.

City of San José
CLASS SPECIFICATION

Title: Parks, Recreation, and Facilities Supervisor (7122)

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:	FREQUENCY*
1.	Supervises, trains and evaluates subordinate staff and their work.	Daily
2.	Gathers and compiles routine statistical data.	Weekly
3.	Prepares and reviews records, forms, logs, and reports.	Weekly
4.	Prepares, controls, and implements budgets for specialized service programs within assigned area, and provides budget input for personnel, equipment, supplies, and related items.	Intermittent
5.	Estimates equipment, material, manpower and time necessary for work completion; sets priorities.	Weekly
6.	Supervises public contact, liaison work and preparation and presentation of programs related to park services to civic groups and park visitors.	Intermittent
7.	Ensures that public facilities and structures are maintained in a clean, safe condition.	Daily
8.	Conserves and preserves natural open space for public enjoyment.	Daily
9.	Recommends improvements and inspects projects to maintain and restore natural resources in City Parks and undeveloped City park lands.	Intermittent
10.	Supervises the scheduling of assigned areas of supervision.	Weekly
11.	Plans, coordinates and supervises comprehensive recreation activities for all age groups at a major visitor attraction.	As Required
12.	Provides information regarding programs and social services available through all forms of media.	Intermittent
13.	Develops, reviews and/or supervises contracts for development, operations, projects or sponsorships.	Intermittent
14.	Supervises development of resources through fundraising, solicitation of donations or co-sponsorships, and obtaining grants to support programs.	As Required
15.	Responsible for administration of revenue generating activities including fee collections, revenue projections and revenue analysis.	As Required
16.	May develop proposals for methods to enhance the facility or operation with non-traditional funding sources or alternative manpower resources.	Intermittent
17.	Responsible for equipment and inventory control.	Intermittent
18.	Researches, evaluates, and recommends new and existing policy and/or organizational changes aimed at organizational development and improvements.	As Required
19.	Aligns program objectives and work plans with the goal of better supporting the department's cost recovery, fee generation and financial sustainability targets.	Frequent
20.	Performs other related work as required.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

City of San José
CLASS SPECIFICATION

Title: Parks, Recreation, and Facilities Supervisor (7122)

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Strength and mobility to perform medium to heavy physical work;
- Sit, stand, run, and walk on various surfaces, including but not limited to uneven terrain, jumping over physical barriers, and climbing/descending ladders;
- Make repetitive hand movements, including but not limited to operating varied hand and power tools;
- Operate a motor vehicle and visit various City sites;
- Lift, carry, push, and pull materials and objects (such as equipment) up to 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Quickly respond to changing emergency conditions that may have hazardous situations or be placed in dangerous situations;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, moving mechanical parts, inclement weather conditions, confined workspaces, toxic or caustic chemicals, hazardous physical substances, fumes, odors, gases, dust, and air contaminants.

- **CLASSIFICATION HISTORY** *Created 04/87, Rev. 10/21, Rev. 07/22; s002*