



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

RECREATION PROGRAMS SUPERVISOR

\$29.58 – \$36.97/hour, \$61,527 – \$76,891/year

FLSA Designation: Non-Exempt
Established: March, 2014
Revised: January, 2019

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.

DEPARTMENT / DIVISION Parks & Recreation

SUMMARY DESCRIPTION

Receives general direction from the General Manager. Exercises direct and general supervision over assigned staff.

IDENTIFYING CHARACTERISTICS

This is a full supervisory-level classification responsible for planning, organizing, supervising, reviewing, and evaluating the work of recreation staff. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. The incumbent organizes and oversees day-to-day recreation activities and programs. Successful performance of the work requires an extensive professional recreation background as well as skill in developing, administering, and modifying recreation programs and services to best meet the needs of the community.

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. Plans, develops, implements, and evaluates recreation and community programs, services, and activities.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for recreation services; recommends within Town policy, appropriate service and staffing levels; recommends and administers policies and procedures.
3. Participates in the selection, motivation and evaluation of assigned personnel; provides or coordinates staff training; works with employees on performance issues; recommends disciplinary issues to the General Manager.
4. Determines and recommends equipment, materials, and staffing needs for recreation facilities, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required.
5. Acts as a representative to educational institutions, community groups, private businesses, and others regarding questions, problems, concerns, and activities in the provision of recreation programs, services, and activities.
6. Monitors and evaluates program performance; solicits and reviews comments on the effectiveness of the program and staff performance; recommends and implements modifications to services and procedures.
7. Develops and implements community outreach and marketing strategies to promote recreation programs, services, and activities.

8. Evaluates community needs and interests and prepares community surveys; analyzes data and recommends new recreation programs to meet community needs.
9. Develops, maintains, and reviews staff, financial, and statistical reports related to program participation, expenditures, and revenues.
10. Coordinates safety training and certification courses for recreation services staff.
11. Supervises the preparation of and distribution of recreation services guides, flyers, and forms.
12. Monitors the proper and safe use of recreation facilities by the general public; patrols facilities to ensure adherence to rules and ordinances; notifies the Parks and Landscape Manager of maintenance and repair needs.
13. Negotiates and administers contract agreements with recreation service providers.
14. Oversees the development of facility use agreements.
15. Provides administrative support to the department, such as conducting research, performing special projects, developing reports, or compiling statistics.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation services; researches emerging products and enhancements and their applicability to Town needs.
17. Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
18. Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
19. Performs other duties as assigned.

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:

Principles and practices of recreation and community service program development and administration, including program implementation, review, and evaluation, budgeting, contract administration, and purchasing. Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation. Recreational, cultural, age-specific, and social needs of the community. Principles, practices and techniques of public relations, community outreach, and service promotion. Safety principles and practices. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to recreation programs and services. Principles and procedures of record-keeping and reporting. Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software. English usage, grammar, spelling, vocabulary, and punctuation. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

Ability to:

Recommend and implement goals, objectives, and practices for providing effective and efficient services. Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures. Develop, plan, coordinate, and implement a variety of recreational programs suited to the needs of the community. Research, analyze, and evaluate new service delivery methods, procedures, and techniques. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials. Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures. Establish and maintain a variety of filing, record-keeping, and tracking systems. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines. Operate modern office equipment including computer equipment and specialized software applications programs. Use English effectively to communicate in person, over the telephone, and in writing. Use tact, initiative, prudence, and independent judgment within general policy, procedural,

and legal guidelines. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in recreation administration, public or business administration, or a related field and two (2) years of lead recreation programming experience.

License:

Possession of, or ability to obtain, an appropriate driver’s license may be required for some positions.

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: Employees work in an office and recreational facility environment with moderate to loud noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, and the public in providing customer service, explaining Town policies and procedures, and requesting and providing information. May be required to work on evenings, weekends, and holidays.

Physical: Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer, to operate a motor vehicle, and to visit various Town, recreation, and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Note: All employees of the Town of Discovery Bay Community Services District are designated by state law to be “Disaster Service Workers.” In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees’ normal work assignments and may continue through the recovery phase of the emergency.