



Recreation Superintendent

Class Code:
127

Bargaining Unit: Exempt Group

SALARY RANGE

\$46.20 - \$56.15 Hourly
\$8,007.33 - \$9,733.00 Monthly
\$96,088.00 - \$116,796.00 Annually

DESCRIPTION:

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.

DEFINITION

Under general direction of the Director of Parks and Recreation, plans, develops, organizes and supervises the day-to-day activities and services administered within the Recreation Division; provides highly responsible and complex administrative support to the Director of Parks & Recreation. Performs related work as required or assigned.

CLASS CHARACTERISTICS

This position exercises direct supervision over assigned professional, technical and clerical personnel. The incumbent is expected to demonstrate a high level of professional/administrative expertise and initiative in establishing and maintaining effective departmental operations consistent with District policies and administrative guidelines established by the General Manager.

EXAMPLES OF ESSENTIAL DUTIES:

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

- Assume responsibility for all services and activities of the Recreation Division.
- Lead, manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within department policy, appropriate service and staffing levels.
- Plans, assigns and coordinates the operation of District parks and facilities.
- Lead, oversee and participate in the planning, development and administration of the Recreation Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments. Assist with the development of the Park Maintenance budget as well.
- Assess community needs and trends; project future demographic changes and resulting needs; develop long range strategies for programs, facilities and services based upon changes.
- Develop, negotiate and recommend contracts and agreements; monitor contractor performance and implement appropriate control systems; recommend and negotiate appropriate risk and liability insurance requirements for personal service contracts.
- Serves as liaison between the District and groups, organizations and or individuals permitted reserved use of facilities to ensure compliance with the reservation policies and procedures.
- Serves as liaison between the District and law enforcement to ensure the safe operation of all park facilities and makes recommendations to ensure compliance with park rules and regulations.
- Serve as the liaison for the Recreation Division with other departments and outside agencies; negotiate and resolve sensitive and controversial issues.
- Be politically astute and serve as staff on a variety of board, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Provide responsible staff assistance to the Director of Parks & Recreation; conduct a variety of organizational studies, investigations and operational studies; recommends modifications to assigned programs, policies and procedures as appropriate.
- Monitors the usage patterns of park facilities to assist in mitigating risk in all aspects of park facilities usage.
- Monitors the performance of contractors engaged in the provision of parks and recreation services on or in connection with District facilities to ensure that the contractor is meeting the provisions of the contract.
- Provides direct supervision of Senior Recreation Coordinators and Recreation Coordinators assigned to a number of recreational activities and or facilities.
- Attends various committee, community and staff meetings as required.
- Aids in maintaining national accreditation of the department and in submitting projects/programs for local, regional, state and federal recognition and/or funding.
- Coordinates projects with other District departments and agencies;
- Stays abreast of current developments in legislation and trends, which may affect District Parks and/or the Parks and Recreation industry.

- Implements and maintains Federal, State and local mandates.
- Effectively applies regulations, policies and procedures related to area of assignment.
- Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items; presents materials to interested groups.
- Oversees rental and registration activities and ensures accurate record keeping for program receipts.
- Monitors the implementation of registration procedures and facility rental procedures; provide input and assistance to staff as needed.
- Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services.
- Responds to citizen inquiries and resolves difficult and sensitive complaints;
- Perform related duties as required.
- Must be able to work a schedule that may include weekends, evenings, or holidays as needed. Meets with community and civic groups to explain programs; interprets recreation service to the public and participates in community meetings and organizational planning.
- Responsible for scheduling and maintenance of monthly calendars of activities Attends Parks and Recreation Committee, Board of Directors, and other meetings as assigned; participates on task forces; prepares and presents agenda items as required; provides reports, statistics, and program/project updates as requested.
- Maintains form and records; ensures that programs comply with budgetary requirements.
- Supervise the procurement process within scope of responsibility; review material and supply requests.
- Researches and seeks grant funding opportunities. Coordinates grant applications and administration.
- Ability to create a sound fiscal program that includes budgeting and the development of creative funding strategies, including fund raising.
- Conducts outreach and marketing activities with users, donors, sponsors and community groups.
- Writes reports, business correspondence and procedure manuals; presents program information to, and responds to questions from, groups of managers, clients, customers and the general public; responds to requests for information and complaints and resolves problems.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.
- Serve as acting Director of Parks & Recreation as assigned.
- Performs other tasks/functions deemed necessary to the daily operation of the District.

TYPICAL QUALIFICATIONS:

QUALIFICATIONS GUIDELINES

Knowledge of

- Operational characteristics, services and activities of recreation programs.
- Principles and practices of supervision, training, and motivation.
- Organization, methods, procedures and operations of parks, recreation facilities, and special events.
- Development and management of contractual agreements, including but not limited to, instruction, rent/lease, joint-use, concessionaire agreements and creative operational agreements.
- Principles and practices of employee supervision, including planning, assignment and review and the training of staff in work procedures.
- Principles and techniques of planning and directing group, social and recreational activities for various age groups.
- Recreation program development methods and practices.
- Principles and practices of conducting needs assessments including data collection and analysis.
- Modern and complex principles and practices of program development and administration.
- Principles and techniques of supervising subordinate staff in an administrative environment.
- Principles and practices of managing recreational programs for community parks, community centers, aquatic centers and/or athletic facilities.
- Computer applications related to the work.
- Advanced principles of a public agency budget preparation and administration.
- Recreation site management, including coordination with special instructors and concessionaires.
- Recreation program evaluation and techniques.
- Techniques for effectively representing the District in contacts with users and the community.
- Methods of effective and organized record keeping.
- Principles of written English including proper grammar, punctuation, spelling and vocabulary.

Ability to

- Lead, oversee and participate in the management of a comprehensive recreation program.
- Oversee, direct and coordinate the work of lower level staff; select, supervise, train and evaluate staff.
- Elicit community and organizational support for recreation programs.
- Implement and evaluate programs and activities within departmental guidelines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and implement departmental policies and procedures.
- Assess community recreation needs.
- Develop and administer program budgets.
- Develop interpersonal relationships with a variety of users and sponsors.
- Develop and execute effective marketing campaigns and promotional material.
- Organize and coordinate programs and activities.

- Prepare reports and giving presentations.
- Communicate and interact effectively with co-workers, managers, subordinates, and the general public sufficient to convey information and to receive work direction.
- Ensure the effective utilization of time, materials and equipment in assigned functions.
- Work independently to prioritize work and meet deadlines.
- Sustain a fast paced, high energy work environment.
- Travel between district parks & facilities.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret and apply federal, state and local policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of recreation.

SUPPLEMENTAL INFORMATION:

Education

Graduation from an accredited four-year college or university with a major in recreation, public or business administration, or a closely related field. Master's degree in recreation or a closely related field is preferred.

Experience

Five years of increasingly responsible professional parks and recreation experience, which must have included two years of supervisory experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Licenses/Certificates

- Possession of a Class C California driver's license and a satisfactory driving record.
- Possession of, or ability to obtain, certification from District-provided CPR/First Aid Training.

OTHER REQUIREMENTS:

Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: communicate orally, in person and by telephone, in face-to-face, one-to-one, and group settings; use sufficient manual dexterity to operate office equipment such as computer terminals and to use small hand tools; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, pull, reach and lift up to 60 pounds; occasionally stoop, kneel, crouch or climb; walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances; occasionally work in confined spaces, in trenches and/or elevated areas.

Special Requirements

Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or to respond to emergency situations in off hours as required.

Must be willing to carry and operate a smart phone in support of 24-hour operations in assigned area of responsibility or to respond to emergency situations in off hours as required.

CLASS SPEC TITLE 6:

FLSA: Exempt
 Range: 127
 Union: Mid-Management Association
 Reviewed: January 6, 2021