



**CITY OF
SOUTH LAKE TAHOE**

City of South Lake Tahoe RECREATION SUPERVISOR

CLASS CODE	5700	SALARY	\$38.14 - \$46.36 Hourly
			\$3,051.04 - \$3,708.57 Biweekly
			\$79,326.98 - \$96,422.75 Annually

ESTABLISHED DATE	October 27, 2020	REVISION DATE	October 27, 2020
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Summary 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.*

Summary Description

Under general direction of a Recreation Manager, the Recreation Supervisor supervises, assigns, reviews, and participates in the work of full-time staff, part-time temporary seasonal employees, and volunteers responsible for providing assigned recreation program services and activities; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility. The Recreation Supervisor supervises and coordinates the planning, organization, implementation, promotion, and evaluation of a significant portion of the recreation programs offered within the City's Recreation Division including multiple recreation, leisure, and youth programs; participates in forecasting recreational trends and developing new programs.

Identifying characteristics

The Recreation Supervisor is considered a supervisory level with responsibility for recruiting, selecting, training and evaluating full and part-time staff while planning, coordinating and implementing a significant portion of recreation programs offered by the City. Positions in this class contribute to the overall management of the Recreation Division by participating in the development of policies and procedures, developing and implementing program goals and objectives while providing conformance to overall departmental goals and objectives, and participating in the development and monitoring of budgets. Positions in this class exercise considerable discretion and independence in coordinating assigned segments of the City's recreation programs.

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. Coordinates the organization, staffing, and operational activities for a significant portion of the recreation programs offered within the City's Recreation Division including multiple recreation, leisure, and/or aquatic programs; coordinates and schedules recreation, aquatic, and other activities for children, youth, adult, and other

special populations.

2. Participates in the development and implementation of goals, objectives, policies, and priorities for providing assigned recreation services; recommends and administers policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Recruits, selects, trains, and evaluates full time staff, part-time temporary staff, and volunteers; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
5. Directs, coordinates, and reviews the work plan for assigned recreation services and activities; assigns work tasks, activities, and projects to staff; monitors work flow and work activities; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
6. Participates in the development and administration of assigned budget(s); forecasts funds needed for staffing, equipment, materials, and supplies; participates in the identification and acquisition of alternative means for supporting and financing programs including grants and volunteers; monitors and approves expenditures; recommends adjustments as necessary.
7. Maintains and reviews records related to program activities/events; prepares and submits a variety of reports and memoranda on related subjects.
8. Evaluates community needs and interests; prepares community surveys; ensures that facilities, programs, and activities are meeting changing needs of the community; recommends new recreation programs to meet community needs; forecasts trends and develops curriculum.
9. Oversees the marketing of assigned recreation, leisure, and aquatic programs to the community; supervises and/or assists with the design, preparation, and distribution of publicity including press releases, brochures, pamphlets, flyers, and printed schedules.
10. Serves as liaison with school districts, community agencies, Sr. Citizens, and other organizations; administers agreements between City, local school districts, and a variety of community based organizations.
11. Coordinates assigned recreation programs and activities with those of other programs, divisions, and outside agencies and organizations.
12. Establishes protocol for record keeping, reporting, documentation, and program evaluations.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation.
14. Serves as liaison to various boards and commissions.
15. Responds to and resolves difficult and sensitive inquiries and complaints from interested participants and community groups.
16. Performs related duties as required.

Qualification

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 of supervision training and performance evaluation

Operational characteristics, services, and activities of a comprehensive recreation program.

Procedures, methods, and techniques of recreation program development, implementation, administration, and promotion.

Recreational, cultural, and social needs for youth, teen, and adult populations of the community.

Human services including health, education, and social services for youth through senior populations.

Current trends in recreation/education/developmental programs.

Techniques of assessing program needs.

Program content for specialized community activities.

Techniques used in public relations and customer services practices.

Methods and techniques utilized in advertising and public information.

Standard program evaluation methods.

Rules and equipment used in assigned recreation program area.

Principles and procedures of record keeping and filing.

Principles and practices of fiscal, statistical, and administrative research and report preparation.

Principles of municipal budget preparation and control.

Pertinent federal, state, and local laws, codes, and regulations.

Modern office procedures, methods, and equipment including computers and supporting software applications.

Methods and techniques of first aid and CPR.

Appropriate safety precautions and procedures within the area of assignment.

Ability to:

Recruit, select, train, and evaluate full-time and part-time staff

Supervise, direct, and coordinate the work of lower level staff.

Develop, plan, promote, and implement varied recreation and leisure programs.

Elicit community and organization support for programs.

Develop Community partnerships to provide diverse recreation programs.

Analyze and evaluate community needs and work with community organizations in developing recreation programs.

Understand community needs in a variety of recreation areas and evaluate activities according to those needs.

Identify methods to maximize service effectiveness and efficiency.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Respond to requests and inquiries from the general public.

Participate in the preparation and administration of assigned budget.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Prepare clear and concise schedules and reports.

Oversee and participate in the maintenance of records.

Understand and implement emergency procedures including HAZMAT procedures.

Demonstrate excellent customer relation skills.

Resolve conflicts, calm irate patrons, and utilize customer dissatisfaction information to revise operations and procedures.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in recreation, leisure studies, physical education, public administration, business administration, or related field.

Experience:

Three years of increasingly responsible recreation program administration experience including some administrative and/or lead supervisory experience.

License or Certificate:

Possession of an appropriate California or Nevada driver's license.

Possession of, or ability to obtain, certificates in the following areas: Title 22 first aid for public safety, CPR, lifeguard training, and Water Safety Instructor.

Physical Demands-Working Conditions

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: Work is performed primarily in an office and field environment; travel to different sites; exposure to inclement weather conditions; exposure to irate and abusive individuals; exposure to mechanical hazards and to hazardous traffic conditions; limited exposure to hazardous materials; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field setting; to walk or sit for prolonged periods of time; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to operate assigned equipment and vehicle; and to verbally communicate to exchange information.

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

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

FLSA Designation: Non-Exempt