

PARKS AND RECREATION SUPERVISOR SERIES

Definition:

Under general direction supervises, directs, plans, coordinates and participates in a variety of recreation related programs including team/league sports and family/youth recreation and/or services and programs at an assigned major community facility; manages the City's facility and park rental program as assigned; works with community groups, other agencies and businesses to improve and promote program/facility offerings and performs related work as required.

Class Titles

Parks and Recreation Supervisor I
Parks and Recreation Supervisor II

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, organizes, coordinates, manages and participates in programs and events for an assigned facility or program area.

Coordinates special event permit processes related to facility and park rentals as assigned.

Evaluates programs and activities as assigned and assists in identifying long range facility or program needs.

Gathers and analyzes data to determine community recreation/program needs; recommends new programs/activities and evaluates current programs/activities.

Monitors facility and program expenditures and revenue and assists with budget preparation.

Prepares and presents reports, attends a variety of meetings and makes oral and written presentations.

Interacts with the public, service groups, team/league groups, businesses and nonprofit/public agencies.

Oversees the scheduling and monitors the use of facilities in conjunction with other City staff.

Supervises, trains and evaluates assigned staff and assists in their selection.

Recommends program goals and objectives.

Plans, develops and implements promotional, marketing and fundraising activities and plans.

Monitors the maintenance of the rentable facilities and/or facility assigned including grounds and buildings; ensures facility security system(s) as appropriate.

Identifies funding sources; assists in grant writing and solicits funds/donations for assigned area.

Responds to questions from the general public and explains Parks and Recreation programs, policies and procedures.

Counsels and advises center patrons as appropriate.

Maintains computerized and manual records.

Operates a personal computer and uses applicable software to produce a variety of reports and correspondence.

Lifts and carries boxes of supplies and equipment weighing 50 pounds or less, depending on the facility assigned, and uses basic hand tools.

Attends a variety of meetings and makes oral presentations.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Class Characteristics:

Parks and Recreation Supervisor I/II is a multi-incumbent class in the Parks and Recreation Department. The Parks and Recreation Supervisor I is the entry level. An incumbent at the I level has sufficient ability and knowledge to perform substantially all the duties and responsibilities of the position and, over time, is expected to gain the additional work experience and skills needed to progress to the II level. Parks and Recreation Supervisor II is the journey level in the series. A Parks and Recreation Supervisor II is distinguished from the lower level by the II's performance of more complex and difficult duties involving the exercise of a greater degree of responsibility, independent judgment and initiative.

Upon gaining the necessary knowledge, skills and experience, as well as a current performance rating of "Exceeds Expectation" or better, and at least one year at the top step of the range for Parks and Recreation Supervisor I, an incumbent at this level may be advanced to Parks and Recreation Supervisor II upon approval of the City Manager.

Contacts and Relationships:

The Parks and Recreation Supervisor establishes and maintains contact with other Parks and Recreation staff, the public on an individual basis and/or in a group setting, local service/athletic groups and businesses. Additional contact will occur with facility/rental patrons, staff in other City departments, businesses and public/nonprofit agencies.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

- Recreation and related programs and methods of delivery.
- Basic facility rental techniques and practices.
- Marketing principles and practices.
- Coordination and negotiation techniques related to area assigned.
- Office and billing procedures and practices.
- Facility and project management.
- Marketing principles and fundraising methods.
- Methods and procedures of budgeting related to area assigned.
- Methods of making effective oral and written presentations.
- Effective supervisory techniques.
- Customer service techniques.
- Legal issues related to areas of responsibility.
- Computer applications related to area assigned.

AND

Ability to:

- Train, supervise and evaluate the work of assigned staff.
- Manage a public facility and related programs.
- Communicate effectively orally and in writing.

Maintain accurate financial records and assist with the budget process.

Analyze and evaluate data, make recommendations and write reports.

Develop marketing plans and publicize/market/promote the use of City facilities and activities.

Handle job stress and maintain composure in public settings.

Direct and coordinate the work of assigned staff.

Plan and develop recreation programs.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Adhere to multiple deadlines and handle multiple projects.

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

Interact effectively with others in the workplace.

Meet and serve the public with professionalism, courtesy and tact

Handle job stress and maintain composure in public settings.

Operate a personal computer and use applicable software programs.

A typical way to obtain the knowledge and abilities is as follows:

Education:

A bachelor's degree in or supplemented by course work in business administration, public administration, recreation, a social science or a related field from an accredited college or university.

AND

Experience:

Three years of experience in the operation of a public or private facility to include one year in a supervisory capacity and some experience in facility/park marketing and promotion or recreation program development.

Special Requirements Include:

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification

will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

The City of Fullerton's Conflict of Interest Code requires that a Parks and Recreation Supervisor file financial disclosure statements in accordance with state and local laws.

Must be able to work a flexible schedule to accommodate City needs including evenings, weekends and holidays.

Per California Government Code §§3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and in a variety of on-site locations. When on-site an incumbent may be exposed to the elements. An incumbent uses a computer, screen and related equipment, sits, stands and walks, and reaches, bends, kneels, grasps, lifts and carries, pushes, pulls and drags boxes of supplies and equipment weighing 50 pounds or less. An incumbent drives a vehicle on City business and uses basic hand tools. When on-site an incumbent may walk and stand on slippery and uneven surfaces, climb ladders, steps and inclines, crouch and twist. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative.

Established October 2015