



City of Newark, California

Class Code: 114
WP Code: N:SRRECSUP
Established: 7/99
Revised: 2/13/03; 11/18/21
EEO Code: P

CLASS SPECIFICATION

SENIOR RECREATION SUPERVISOR

Nature of Work: Under general direction participates in the evaluation, development, and administration of recreation programs including centers and parks, social/cultural, sports and physical fitness, aquatics activities, adult and youth education, and youth development; plans, implements, and supervises classes and activities; coordinates the use, rental, and maintenance of city recreational facilities; supervises professional, regular full-time, regular part-time, and part-time, seasonal, and temporary (PST) employees; and performs related work as assigned.

Class Characteristics: This classification provides professional and general administrative lead direction and supervision for a wide variety of recreation programs requiring considerable judgment, discretion, and independent action. Incumbents are required to have extensive experience in all aspects of recreation as they will be responsible for hiring, assigning, and evaluating recreation employees and independent contractors for a broad spectrum of recreation programs. This class is distinguished from Recreation Supervisor by a broader scope of responsibility and direction over recreation programs.

Essential Duties: Plans, develops, organizes, and supervises a group of recreation and/or community service programs for participants from pre-school to advanced age groups. The activities assigned will depend on a particular kind of facility such as community/activity centers, community parks, school playgrounds, gyms, or swimming pools. Evaluates current programs and makes adjustments and changes as appropriate to ensure quality and success. Researches potential new programs and evaluates recreation market trends, surveys program participants to determine interests and level of satisfaction in recreation services; supervises development of newsletters, brochures, press releases, and flyers to market and publicize recreation programs; works with community groups and other organizations on joint projects related to recreation and community services; develops and monitors budgets for specific recreation activities; prepares records relation to program revenues, expenditures and attendance levels; assists in the development of the Division budget; recommends methods of obtaining new program revenues; prepares program procedures and standards of operation; supervises rental and maintenance activities for city recreation facilities; coordinates use of community parks and other City facilities; supervises the maintenance of and accounting for recreation equipment and materials; inspects facilities and equipment and recommends improvements when needed; participates in hiring, training, supervising, and evaluating recreation personnel; maintains records and prepares reports as assigned; attends meetings and establishes working relationships with community groups, education institutions, and other agencies; participates on city committees and task forces.

SENIOR RECREATION SUPERVISOR

QUALIFICATIONS

Knowledge of:

Principles and methods used in planning, organizing, implementing, and evaluating a broad range of recreation programs.

Goals, objectives, principles, procedures, materials, rules and regulations and legal requirements associated with a variety of centers and parks, sports, physical fitness, youth development, and other recreation programs.

Recreation Division policies and procedures related to program implementation and rental of City facilities.

Pool health and safety requirements.

Principles and philosophies of general human behavior.

Personal computers and applicable software.

Ability or Skill to:

Coordinate and operate a community/recreation or activity center.

Communicate clearly and concisely, orally and in writing.

Make computations relating to budget and cost-benefit reports.

Interpret City rules and regulations and other governmental regulations pertaining to the operation of recreation programs.

Plan and evaluate programs and completing assignments on time.

Select, train, motivate, and evaluate regular full-time, regular part-time, and PST employees.

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

Exercise sound independent judgment within general policy guidelines.

Represent the City effectively in meetings with others.

Resolve City recreation program conflicts.

Use personal computer and applicable software.

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

Education: A Bachelor's Degree with major course work in recreation or a related field.

Experience: Four (4) years of experience in a supervisory capacity in recreation, community services, or a related field.

Special Requirements: Must possess a valid California driver's license and have a satisfactory driving record. When assigned to Aquatics, must possess current CPR/First Aid, Lifeguard, and Water Safety Instructor certifications; possession of instructor/trainer certifications are highly desired; and possession of Aquatic Facility Operator or Certified Pool Operator certification will be required by end of probationary period.

Probationary Period: 12 Months

FLSA: Exempt