

RECREATION SUPERINTENDENT (MM)

DEFINITION

Under general direction, plans, develops, coordinates, and evaluates programs and activities of the Recreation Division.

ESSENTIAL FUNCTION INCLUDE BUT ARE NOT LIMITED TO

Directs and supervises staff who oversee the various programs and activities of the division, including Project Pride, the Volunteer Program, the Court Referral Program, youth and adult sports and excursions, the aquatics program, the recreation programs at the recreation centers, the Safe Haven after school programs, and Summer Day Camp. Develops program and staff goals and objectives. Analyzes and evaluates the cost effectiveness of existing programs and makes modifications as appropriate. Prepares and manages division budget. Develops grant proposals and manages grants. Prepares and may present a variety of reports to the Park and Recreation Board and at community meetings, and prepares responses to the community's inquiries. Performs other related functions as required.

MINIMUM BASIC QUALIFICATIONS

Five years of progressively responsible professional recreation experience, including at least two years of supervisory responsibility. Education equivalent to graduation from an accredited four year college or university with a degree in recreation administration, physical education, sociology, education or a related field may be used in conjunction with experience to meet the necessary qualifications, or any equivalent combination of experience or training which provides the desirable knowledge, skills and abilities:

DESIRABLE KNOWLEDGE AND ABILITIES

Knowledge of: principles and practices of recreational program planning; methods and objectives of juvenile delinquency prevention programs and at-risk youth programs; methods and procedures of grant writing; municipal budgeting; cost/benefit analysis; principles of effective supervision.

Ability to: determine long-range needs and formulate plans for the development, improvement, and financing of recreational programs and activities; develop effective programs for at risk youth, including juvenile diversion programs and activities; utilize resources to meet the objectives of the division; develop grant proposals and manage grants; prepare and monitor the division's budget; direct and train staff at multiple work sites; analyze information and make recommendations; prepare clear, concise and effective written communications for management, Community groups and the Park and Recreation Board; establish and maintain effective working relationships with subordinates, other City staff, City officials, and the general public.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The Successful performer is a strong leader who combines a creative, teamwork, customer service approach with a sound understanding of the principles and practices of recreation. This self-starter has excellent analytical, interpersonal and communication skills, good judgment, and the ability to effectively supervise. Additionally, this individual is both aware and responsive to the needs of a multi-cultural community.

Class title established per Council Resolution No. 96-030,
effective 7-1-96

Prepared: 6/96