

SENIOR RECREATION SUPERVISORDEFINITION

Under general direction, plans, prioritizes, implements, coordinates and supervises recreation and prevention programs and activities by designing, implementing, coordinating, and evaluating citywide programs and special events.

ESSENTIAL FUNCTION INCLUDE BUT ARE NOT LIMITED TO

Designs, implements, coordinates, and evaluates citywide programs and special events, including after-school programs, teen activities, parent education programs, mentor programs, gang prevention program curriculum and strategies, youth excursions, special events, cultural arts programs, leisure classes, aquatics, and other related activities that meet the needs of a multicultural community. Develops gang prevention programs and strategies. Conducts community-based needs assessments; compiles and analyzes data. Coordinates City recreation and prevention programs with schools and community organizations. Analyzes and evaluates the cost-effectiveness and adequacy of existing programs and delivery systems, and makes recommendations for improvement. Supervises, trains, develops, motivates, and evaluates subordinate staff. Maintains attendance, activity and employee performance/discipline records. Prepares letters, memos and reports. Assists in the negotiation of agreements with private sector and community groups for the shared use of physical facilities and for collaborative partnerships for program development and implementation. Facilitates the proposal development process; writes proposals for outside funding and award applications. Assists with preparing and administering the Youth and Community Services Division budget; monitors budget expenditures and provides input to grant funding sources. Seeks programming support from private and community sources. May serve as departmental liaison with citizen advisory boards. Prepares and delivers oral presentations to community and business groups. Actively participates in Total Quality Services process. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The Senior Recreation Supervisor performs at the advanced journey level and is at the highest non-management supervisory level in the Recreation Series. Under the direction of the Recreation Superintendent, the Senior Recreation Supervisor supervises some of the day-to-day operations of the Recreation Division and works with the Recreation Superintendent to implement recreational programs and activities.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of progressively responsible professional recreation experience, two of which must have been at the coordinator level or above; or any equivalent combination of experience and training, which provide the knowledge, skills and abilities listed below. Education equivalent to graduation from a four-year college or university, with a Bachelor's degree in Recreation, Sociology, Education or a related field may be used in combination with experience to meet the minimum qualifications.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: responsive, cost-effective multi-cultural municipal recreational, educational and prevention programs, including gang prevention programs; objectives and methods of gang prevention, education and recreation programs; the dynamics and interactions of gangs; educational methods and teaching trends and styles; principles of supervision; municipal budgeting; and techniques of community-based recreation program needs assessment and analysis.

Ability to: Design, implement and coordinate recreational, educational and prevention programs and events; supervise, train and evaluate the work of subordinates; set and attain goals and objectives; express ideas effectively orally and in writing; write proposals for outside funding; collaborate effectively with other City departments and outside agencies; make effective public presentations; establish effective working relationships with other employees, civic organizations, community leaders, schools, parents, special interest groups and the general public.

SPECIAL WORKING CONDITIONS

Possession and retention of a valid California Class "C" Driver's License is a condition of employment.

Willingness and ability to work evenings, weekends and holidays as needed.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a positive, proactive and creative individual who enjoys working with people of all ages and diverse economic and cultural backgrounds. A dynamic leader with outstanding interpersonal skills, this individual motivates others to participate in programs, inspires employees to higher levels of service, and enlists broad community support and involvement.

Class title established per Council Resolution No. 89-070,
effective 7-1-89

Revised: 8/00

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