

TOWN OF SAN ANSELMO
RECREATION SUPERVISOR

DEFINITION

Under general direction of the Recreation Director, to supervise, coordinate and support the staff and activities of the Recreation Department; and to provide responsible and administrative support to the Recreation Director.

DISTINGUISHING CHARACTERISTICS

This is a single position within the recreation professional series with focus on general supervision of program activities, administrative/finance operations and marketing/activity guide production. The individual carries out necessary activities with occasional instruction or assistance as new or unusual circumstances arise. The employee assists the Recreation Director with supervising, assigning, and reviewing the work of Recreation Department staff, volunteers, and part-time staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Recreation Director and may receive technical and functional supervision from other Town management staff.

Under the direction of the Recreation Director, exercises functional supervision over Recreation Coordinators and direct supervision over administrative personnel; may exercise technical and functional supervision over volunteers, independent contractors, and seasonal or part-time staff as appropriate.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Essential responsibilities and duties may include, but are not limited to, the following:

Supervise the daily operations of the Recreation Department; provide direction on recreation classes; assist in scheduling of activities and programs; assist with supervision of leagues; and assist with supervision of preschool.

Assist Recreation Director in budget preparation and administration; prepare cost estimates and make budget recommendations for the Recreation Director's review; submit justification for staff, supplies, and equipment; monitor and control daily revenue collection and expenditures.

Assist the Recreation Director in preparing and presenting reports on operations and activities and other necessary correspondence.

Provide day to day supervision and coordination of professional staff; participate in the selection of staff; provide or coordinate staff training; provide input for performance evaluations and grievance resolution.

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Plan, prioritize, assign, supervise and review work of administrative staff; participate in the selection of staff; provide staff training; conduct performance evaluations and grievance resolution.

Provide assistance to Recreation Coordinators in the recruitment, organization, and monitoring of volunteers and independent contractor-instructors, and the organization and direction the work of seasonal or part-time staff as appropriate.

Assist Recreation Director with administrative duties for boards, commissions or committees as appropriate, including taking of minutes and preparation of official records of proceedings; preparation of draft agendas and coordination of assembly and distribution of background materials.

Develop and publish quarterly recreation activity guide, including production schedule; collection of program and activity information from responsible staff; printing and mailing and distribution.

Participate with Recreation Department staff in serving customers, answering the telephone, waiting on the public, providing information and answering questions related to department programs, policies, procedures; investigate complaints and recommend corrective action as necessary to resolve customer service issues.

Gather information for the evaluation of recreation programs' effectiveness and level of participation and make recommendations to the Recreation Director for improvements or modifications; help conduct research and surveys regarding recreation issues, techniques, programs, and equipment; recommend new activities, programs, and services.

Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service.

OTHER DUTIES

Maintains program software including installation of updates and problem solving.

Participate with staff in the preparation of marketing materials such as news releases, flyers, schedule of events, and pamphlets.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and procedures characteristic of a municipal government recreation program.

Principles and practices of supervision, training, and performance evaluation, including supervision of volunteers.

Pertinent local, State, and Federal laws, ordinances, and rules.

Quantitative techniques for the analysis of programs and activities.

Principles of customer service.

Principles and practices of workplace and recreation safety.

Modern office equipment, including computers and software such as word processing, spreadsheets, and data base applications.

English usage, spelling, grammar and punctuation.

Record keeping practices.

Ability to:

Organize, coordinate, and oversee recreation programs and office administrative support activities within the Recreation Department.

Supervise, train and evaluate assigned staff.

Assist in technical aspects of preparing and administering department budgets.

Identify and resolve operational and technical problems; identify and interpret technical and numerical information; understand, interpret, explain, and apply department and/or Town policies and procedures to staff, the public, and program personnel.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work. Gain cooperation through discussion and persuasion.

Analyze situations quickly and objectively and determine proper course of action within scope of responsibility.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND EDUCATION

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

Experience:

Three years of responsible professional level experience in the planning, delivery and administration of recreation services, preferably in a municipal government setting.

Education:

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

License or Certificate

Possession of, or ability to obtain, a valid Cardiopulmonary Resuscitation (CPR) Certificate and a valid First Aid Certificate as issued by an organization such as the American Red Cross. (Must obtain within two months of appointment.)

May need to possess a valid California Class C driver's license as required by the position.

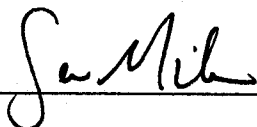
Ability to meet legislative and regulatory requirements relative to working with minors under the age of 18.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

On an intermittent basis, sit at a desk for long periods of time; use telephone and write or use a keyboard to communicate through written means; stand, work, and bend while involved in some recreation program activities; squat, climb, kneel, and twist intermittently if setting up or participating in sports program activities; perform simple grasping and fine manipulation; and exert moderate amount of physical effort involving lifting and moving of recreation supplies and equipment.

Date: Dec. 14, 2001

Approved: 

Revised: December 2001