

City of Reedley Recreation and Community Services Superintendent

Definition

Under general direction, to supervise, plan, and coordinate the activities and operations of the Recreation Division within the Community Services Department; to provide highly responsible and complex assistance to the Community Services Director with assigned responsibilities; and to perform a variety of technical tasks relative to assigned areas of responsibilities.

Supervision Exercised:

Exercise direct supervision over Community Services Department staff.

Examples of Important and Essential Duties:

Plan, organize, supervise, coordinate, and oversee assigned Community Services programs and activities including Community Center and youth, adult, and co-op recreation programs.

Plan, prioritize, assign, supervise, and review the work of staff responsible for providing recreation planning and programming services and activities for recreation programs.

Evaluate and maintain records on the status of recreation programs; prepare reports and correspondence.

Prepare grant and special funding applications and reports; monitor and control grant expenditures.

Participate in the development and implementation of goals, objectives, policies, and priorities for the Community Services Department; identify resource needs; recommend and implement policies and procedures.

Direct, coordinate, and review the work plan for the Community Services Department; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the Community Services Department program budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Examples of Important and Essential Duties:

Conduct research on new ideas for programming; evaluate community needs and recommend programs to meet those needs; recommend modifications to recreational programs, policies, and procedures as appropriate.

Schedule facilities to accommodate community services programs and services.

Serve as contact person and resource for community agencies and organizations concerned with recreation; coordinate community projects with service clubs and other civic organizations.

Provide information to and consult with the public.

Respond to and resolve difficult and sensitive inquiries and complaints.

Initiate requisitions for supplies and equipment; coordinate inventory and supply procedures.

Participate in a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community services and recreation.

Provide staff assistance to the Community Services Director; prepare and present staff reports and other necessary correspondence; perform a variety of assigned administrative staff work.

Serve as contact person and resource for community agencies and other organizations concerned with recreation; respond to and resolve difficult inquiries and complaints.

Other Job Related Duties:

Perform related duties and responsibilities as assigned.

Job Related and Essential Qualifications:**Knowledge of:**

Operations, services, and activities of a community services and recreation program.

Principles of supervision, training, and performance evaluation.

Modern and complex principles and practices of planning, coordinating, and overseeing a variety of community service programs and activities.

Modern theories, techniques, and methods of planning, implementing, and administering a variety of leisure and human services activities and programs through community participation.

Basic marketing techniques to increase attendance and foster understanding of human and community services.

Human services, physical, recreational, cultural, social, and psychological needs of community members.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Techniques used in public relations.

Principles and practices used in dealing with the public.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Manage and coordinate the work of Community Services staff.

Plan, organize, and implement a City-wide Community Services and recreation program.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Prepare and administer budgets.

Respond to requests and inquires from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationship with those contacted in the course of work.

Experience and Training Guidelines:

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

Experience:

Three years of progressively responsible professional recreation or leisure program experience including one year of supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreational or leisure administration or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment with some exposure to outdoors; ability to travel to different sites and locations.