CITY OF FOLSOM

RECREATION SUPERVISOR

DEFINITION
Under direction, plan, organize, direct, coordinate, supervise, and evaluate various program functions and special events of the Recreation Division.

SUPERVISION EXERCISED
This class provides direct and indirect supervision to lower level personnel for a preponderance of the time.

DISTINGUISHING CHARACTERISTICS
The Recreation Supervisor is distinguished from the Senior Recreation Coordinator lead classification in that the former has greater responsibility, autonomy, and discretion in planning and completing a wide variety of recreation activities. Incumbents in the Recreation Supervisor class have a day-to-day oversight and responsibility for assigned work and may delegate or authorize assigned work to the leadworker or lower level classifications.

EXAMPLES OF ESSENTIAL DUTIES
NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Plan, direct, and supervise the assigned area of the Recreation Division.
- Assign work, make hiring decisions, supervise, train, discipline, and evaluate performance of subordinate staff.
- Conduct research and analyze information pertinent to the development of programs and services.
- Evaluate the effectiveness of programs.
- Develop, implement, and oversee program budgets.
- Recommend policies and procedures.
- Work with community groups and residents to develop and coordinate programs and facility use.
- Prepare and maintain master calendars for multiple facilities.
- Coordinate the production of promotional materials.
- Promote and enhance existing programs.
- Prepare written reports.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Supervisory and staff development techniques and practices.
- Principles and practices of supervision, training, discipline, and performance evaluation.
- Philosophy and objectives of the recreation profession and the purpose, use, and benefits of various elements of the program.
- Principles and techniques of planning, organizing, evaluating, and promoting of recreational activities for children, youth, and adults.
- Budget preparation and control.
- Facility management.
- Effective record keeping and report writing.
- Basic computer skills.
- Safe practices in recreation programs and activities.

Ability to:

- Supervise, train, discipline, and evaluate subordinates.
- Research, plan, organize, implement, and supervise recreation programs and special events.
- Evaluate the progress and effectiveness of a recreation program.
- Use computer system and software.
- Formulate and administer program budgets.
- Prepare written reports.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in course of work.
- Coordinate programs and schedules with community groups.

Minimum Qualifications:

Education:

A bachelor's degree in recreation, leisure management, or a closely related field from an accredited college or university.

Experience:

One (1) year of full-time experience as a Senior Recreation Coordinator with the City of Folsom.

OR

Three (3) years of full-time increasingly responsible experience in recreation program leadership including one (1) year of leadwork experience.

License, Certificate, Registration Requirements:

- Possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- American Red Cross certification (varies by program).

Physical Requirements:

Work is performed both in a typical office setting and outdoor environment. Work may take place at off-site indoor and outdoor locations throughout the City. (1) Mobility: frequent use of keyboard; frequent sitting, standing, and walking; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent computer use; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

Must be willing to work evenings, weekends, and holidays.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: