



## **PARKS SERVICES SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction of the Director of Parks and Community Affairs, plans, organizes and supervises the day-to-day activities and services administered within the District's park facilities including neighborhood centers, the community center, and trails. Performs related work as required or assigned.

### **CLASS CHARACTERISTICS**

The class is distinguished from Parks Supervisor by the latter's broader responsibility for the Department, in the Director's absence, and District-wide landscape maintenance responsibilities. It is further distinguished from the Recreation Coordinator by the latter's assignment to specific programs, events and activities. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies require to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

### **ESSENTIAL FUNCTIONS**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Plans, assigns and coordinates the operation of District parks, park facilities and improvements;

Serves as liaison between the District and groups, organizations and or individuals permitted reserved use of facilities to ensure compliance with the reservation policies and procedures;

Serves as liaison between the District and law enforcement to ensure the safe operation of all park facilities and makes recommendations to ensure compliance with park rules and regulations;

Aids in developing and monitors the division budget and establishes budgetary controls;

Monitors the usage patterns of park facilities to assist in mitigating risk in all aspects of park facilities usage;

Monitors the performance of contractors engaged in the provision of parks and recreation services on or in connection with District facilities to ensure that the contractor is meeting the provisions of the contract;

Provides direct supervision of Recreation Coordinators assigned to a number of recreational activities and or facilities;

Attends various committee, community and staff meetings as required;

Aids in acquiring and or maintaining national accreditation of the department and in submitting projects/programs for local, regional, state and federal recognition and/or funding;

Coordinates projects with other District departments and agencies;

Stays abreast of current developments in legislation and trends, which may affect District Parks and/or the Parks and Recreation industry;

Implements and maintains Federal, State and local mandates;

Prepares reports and recommendations and agenda items for the Board;

Effectively applies regulations, policies and procedures related to area of assignment;

Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items; presents materials to interested groups.

Oversees rental and registration activities and ensures accurate record keeping for program receipts.

Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services.

Responds to citizen inquiries and resolves difficult and sensitive complaints;

Perform related duties as required;

Must be able to work a schedule that regularly includes one (1) or more weekend days. Schedule must be flexible to work evenings or holidays as needed.

## QUALIFICATIONS GUIDELINES

### **Education and/or Experience**

Equivalent to graduation from a four-year college or university with major coursework in parks and recreation management, recreation administration, leisure services, human services or a related field and five years of professional parks and recreation experience, which must have included one year of lead or supervisory experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment and review and the training of staff in work procedures;
- Principles and techniques of planning and directing group, social and recreational activities for various age groups;
- Recreation program development methods and practices;
- Principles and practices of managing recreational programs for community parks, community centers, aquatic centers and/or athletic facilities;
- Computer applications related to the work;
- Basic budgeting theories and principles;
- Recreation site management, including coordination with special instructors and concessionaires;
- Recreation program evaluation and techniques; and
- Techniques for effectively representing the District in contacts with users and the community.

### **Skill in:**

- Planning, assigning, scheduling and reviewing the work of staff;
- Implementing and evaluating programs and activities within departmental guidelines;
- Interpreting and implementing departmental policies and procedures;
- Assessing community recreation needs;
- Developing and administering program budgets;
- Developing interpersonal relationships with a variety of users and sponsors;
- Preparing promotional materials;
- Organizing and coordinating programs and activities;

- Preparing reports and giving presentations; and
- Communication to interact effectively with co-workers, managers, subordinates and the general public sufficient to convey information and to receive work direction.

### Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 25 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to operate equipment as needed; walk on uneven terrain; work in an outdoor environment with possible exposure to weather conditions.

### Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

FLSA / Exempt  
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