

CITY OF MILPITAS
Effective: June 1985
Revision: Jan 2016, Aug 2008, Oct
2006, Sept 2003, June
2001
EEOC: Professional
Unit: Mid-Mgmt/Confidential
FLSA: Exempt
Physical: 1

RECREATION SERVICES SUPERVISOR

DEFINITION

To perform responsible professional work in organizing and supervising major recreation service programs and activities including but not limited to such areas as youth, fitness, adult sports, aquatics, seniors, volunteers, special events, and management of the Community Center, Senior Center and Sports Center facilities.

Under direction of the Recreation Services Manager, the Recreation Services Supervisor plans, implements, directs, and supervises assigned programs, full-time and part-time staff within the Recreation Services Division: develops and monitors the budget for assigned area; ensures quality of programs and safe work practices; maintains appropriate work records; serves as a technical resource for assigned staff; participates in department and citywide special events; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Recreation Services Supervisor is the supervisory level class responsible for major and multiple programmatic areas and is expected to participate in planning, implementing, budgeting, and evaluating programs, services and staff allocations for the Recreation Services Division. This classification is distinguished from the next lower level classification of Program Coordinator in that responsibility is assumed for multiple and more complex programming and activities and is also distinguished by the next higher classification of Recreation Manager in that responsibility exercises direct supervision over supervisory, para-professional, and support staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Recreation Services Manager.

Exercises direct and indirect supervision over full-time and part-time professional, technical and clerical staff, and volunteers.

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EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plan, coordinate, implement, supervise, participate, and evaluate multiple and major programs, services and events within the Recreation Services Division.
- Assist in the development and implementation of Recreation Services' goals, policies, procedures, and priorities.
- Hire, train, supervise, and evaluate assigned staff; develop schedules and work methods for performing assigned duties, review/sign timesheets; ensure adherence to safe work methods, procedures and practices; initiate disciplinary procedures as appropriate; develop work schedules; hold regular meetings with assigned staff.
- Attend and participate in many organizational and community groups; attend division, Commission and City Council meetings; stay current on issues relative to the field of recreation services.
- Develop and monitor assigned program budget; monitor and track expenditures and revenue; may prepare bid packages, write and administer grants, develop and prepare reports, agenda reports, letters and memos; maintain employee certification records, oversee, review and submit accident reports; maintain financial records.
- Respond to an emergency to work in the EOC or on site under Care & Shelter Operations.
- Oversee and participate in the design, preparation, and distribution of program publicity including press releases, brochures, pamphlets, flyers, activity guide, and printed schedules.
- Recommend changes in staffing, program objectives, policies and procedures to assure maximum effectiveness and efficiency.
- Prepare and submit reports and memoranda for presentations to City Commissions, Committees, and City Council.
- Respond to public inquiries about assigned program areas by telephone, correspondence, or during public meetings; ensure excellent customer service is given at the City's program sites; act as information source regarding assigned programs; serve as a representative of the City; act as liaison with various other City divisions and departments, community groups, commissions and committees,
- Develop and oversee contracts and participate in capital improvement projects.
- Responsible for City facilities and required to respond to calls off hours from Police Dispatch for facility related problems and situations.
- Perform related duties as assigned.

When assigned to the Community Center:

- Manage the Community Center, including all programs, facilities and personnel issues related to the facility.
- Plan and supervise programs including, but not limited to: children's theatre, cultural arts, volunteers, facility maintenance, facility/picnic reservations, contract classes, community band, special events, and other service specialties involving the supervision of program coordinators, leaders in the planning of activities and events, and all full and part-time personnel.
- Act as the department's Budget/Finance Liaison

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- Serve as staff liaison to the Veterans Commission

When assigned to the Senior Center:

- Manage the Senior Center, including all programs, facilities and personnel issues related to the facility.
- Plan and supervise programs including, but not limited to: senior nutrition program, senior activities, trips, volunteers, classes and events, senior case management. Services, general adult recreation contract classes, facility rentals, community garden, and/or other service specialties involving the supervision of program coordinators and leaders in the planning of activities and events.
- Act as department's Recreation Assistance Program (RAP) Liaison.
- Serve as staff liaison to the Senior Advisory Commission.
- Serve as staff liaison to the Arts Commission.

When assigned to the Sports Center:

- Manage the Sports Center, including all programs, facilities and personnel issues related to the facility.
- Plan and supervise programs including, but not limited to: fitness and weight room club management, adult sports, youth sports, after-school activities, summer day camp activities, general youth recreation contract classes, aquatics including, but not limited to: lap swim, recreation swim, water exercise classes, facility and field rentals, and/or other service specialties involving the supervision of program coordinators and leaders in the planning of activities and events.
- Serve as staff liaison on the Police Athletic League Board.
- Serve as staff liaison on the Parks, Recreation and Cultural Resources Commission

MINIMUM QUALIFICATIONS

Knowledge of:

- Recreational and social needs of the community.
- Procedures for planning, implementing, and maintaining a variety of recreation activities, events and programs.
- Principles and practices of program administration including budgeting, purchasing, and personnel management.
- Standard program evaluation methods and report writing procedures.
- Principles and techniques of effective supervision and training.
- Rules and equipment used in assigned program areas such as a variety of athletic activities.

Ability to:

- Research, design, develop, and implement recreation programs suited to the needs of the community.
- Analyze, interpret, and explain division policies and procedures.

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- Supervise, train, and evaluate full-time and part-time staff, including volunteers.
- Elicit community and organizational support for programs.
- Communicate effectively, orally and in writing.
- Develop, present, and administer a budget for assigned programs.
- Prepare and present verbal and written reports to governmental agencies and community groups.
- Enforce safe work practices and disciplinary procedures for employees.
- Ensure that facilities are maintained in a safe and attractive manner and comply with all county, state and federal mandates.
- Schedule, monitor, train, and motivate full and part time staff and volunteers using best practices approach.
- Evaluate the progress and effectiveness of programs with measurable outcomes.
- Establish and maintain effective work relationships with public groups, agencies, the media, and others contacted in the course of a normal workweek.
- To work weekends, holidays, and evenings as needed and/or required.

EXPERIENCE AND EDUCATION

Education: A Bachelor's degree from an accredited four-year college or university with major coursework in recreation, public administration, physical education, or a closely related field.

Experience: Three years of responsible experience in the area of public recreation including significant supervisory responsibilities.

Substitutions: Additional years of increasingly responsible, directly related work experience may be substituted for education on a year-for-year basis

LICENSE OR CERTIFICATE

Possession of or ability to obtain and maintain an appropriate, valid California Driver's license.

Certification in the following are required within six months of appointment:

- American Red Cross Adult and Pediatric CPR/First Aid/AED Certification
- Certified Pool Operator (Sports Center only)

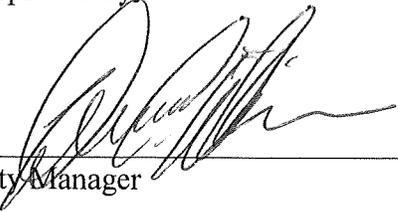
SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; able to travel to various locations within and outside the City of Milpitas. The ability to stand, walk, turn, kneel and/or bend for a prolonged period of time. The need to lift, drag, and push equipment/supplies weighing 25 pounds or more is also required.

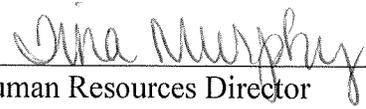
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Approved by:



City Manager

Date 2/2/16



Human Resources Director

Date 2/2/16