

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Recreation Supervisor	<b>Job Family:</b> 4
<b>General Classification:</b> Management	<b>Job Grade:</b> 26

**Definition:** To plan, direct and supervise a variety of the City's recreation programs and activities related to area of assignment; and to provide highly responsible and technical staff assistance to the Recreation Manager.

**Distinguishing Characteristics:** This is a first-line supervisory position within the Recreation Division. Receives general direction from the Recreation Manager. Exercises direct supervision over full-time, part-time and hourly recreation personnel and independent contractors.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Develop and implement goals, objectives, policies and priorities related to assigned program area while providing conformance to overall departmental goals and objectives.
2. Plan, organize, coordinate and direct the planning, development and implementation of recreational and other community service programs.
3. Meet with public groups, clubs, organizations and agencies to explain and promote community service and recreational activities and programs related to area of assignment.
4. Survey community recreational resources and needs; assess and determine priorities and interest in community programs; develop and recommend new community service programs.
5. Approve and direct implementation of specific activities, plans and procedures prepared by full-time and part-time hourly staff or volunteers.
6. Review and prepare reports as well as operating and activity records of various recreation programs related to area of assignment.
7. Prepare reports and other written material; schedule meetings, events and special activities.
8. Prepare and present agenda items for the Parks and Recreation Commission and other City boards or commissions.

**Position Title:** Recreation Supervisor

Page 2

9. Responsible to prepare and administer specific program budget; assist in the coordination of the division budget and monitor program budget.
10. Respond to complex complaints and requests for information.
11. Assist with ensuring divisional integration of program or facility procedures and policies.
12. Coordinate recreation activities with other City departments and divisions and with outside agencies.
13. Manage and direct use and maintenance of facilities related to area of assignment; schedule the use of facilities; ensure order, security and cleanliness of facility.
14. Select, supervise, train and evaluate subordinate staff and volunteers.
15. Make recommendations relating to division unit program or operations policies.
16. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Modern methods, techniques, principles and procedures used in the development and administration of recreation and leisure service programs; common recreational and social needs of various age groups; principles and practices of supervision, training and performance evaluations; principles and procedures for implementing and directing a wide variety of recreation activities and the development of programs through community participation; principles and practices of budget development and monitoring; principles and practices of safety and risk management.

Ability to: Develop and administer a community-based recreation program area suited to the needs of the community and related to area of assignment; plan, organize, coordinate and direct the development and implementation of recreation programs related to area of assignment; establish and maintain effective working relationships with those contacted in the course of work; establish key contacts within the City and surrounding areas in order to provide a comprehensive and regional approach to program planning; analyze, interpret and explain division policies and procedures; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate subordinates.

**Position Title:** Recreation Supervisor

Page 3

**Experience and Training Guidelines:** Combination of experience, education and training that will satisfy the required minimum qualifications, knowledge and abilities.

Three years of increasingly responsible program administration experience in organized community service and recreation activities, with a minimum of one (1) year supervisory experience; possession of a bachelor's degree from an accredited college or university with major work in recreation administration or a related field.

**Required Licenses or Certificates:** Possession of, or ability to obtain, a valid California driver's license.

Established February 1980

Revised October 2011

CLASS SPECS

CS137-M^