

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: RECREATION SUPERVISOR
DEPARTMENT: RECREATION
REPORTS TO: PARKS AND RECREATION DIRECTOR

JOB CODE: 4110
DATE: 03/11

JOB SUMMARY:

Manages, directs, and supervises the day-to-day operations and staff of recreational and/or associated programs for the Parks and Recreation Department.

ESSENTIAL JOB FUNCTIONS:

Independently coordinates, supervises, and administers recreation programs for the city, including scheduling, creating, and managing short- and long-term goals and developing work objectives.

Recruits, trains, supervises, coaches, and evaluates staff and volunteers; creates and enforces work schedules; reviews and signs time sheets; conducts staff meetings; conducts performance reviews of staff and programs; meets with supervisor as needed; establishes and implements rules and procedures; works with other department staff and community organizations to develop partnerships and maintain positive and effective working relationships.

Coordinates and develops contract instructors, service providers, and programs; researches the feasibility of contract service providers involving design, recruitment, selection of proposals, and oversight; supervises contract employees; develops itineraries for programs; negotiates fees and charges; issues and signs payment vouchers for contracted staff at the conclusions of each program session.

Plans, supervises, and manages sports leagues; recruits, selects, and trains volunteers; conducts and plans seasonal training opportunities for volunteers; assigns players to teams; coordinates practices; creates game schedules; coordinates officials; purchases necessary supplies and equipment; addresses and resolves problems and complaints.

Administers the summer aquatics program; recruits, hires, and trains pool staff; organizes and supervises the Learn to Swim program; coordinates the scheduling and billing for pool rentals; purchases necessary equipment, including safety equipment and pool supplies; explains and enforces city policies and procedures to staff and citizens; promotes aquatic safety, aquatics special events, and benefits of the community pools; publicizes the aquatics program using seasonal brochures, the Web site, and news releases; resolves complaints from the public and staff; works with Public staff to resolve maintenance problems.

Assists the Director in developing, recommending, and defending the annual operating budget; monitors and administers accounts within the department budget; purchases supplies for all programs; monitors expenses and revenue for accounts; prepares clear and concise reports; issues payment vouchers for services completed; signs and approves documents; checks accuracy and legitimacy of documents; prepares detailed reports of findings, conclusions, and recommendations based on analysis of data; presents reports as needed; uses the city credit card as needed; tracks expenses; assists in the preparation of bid specifications and bid reviews; creates RFPs and Purchase Requisitions for services.

Represents the department at community meetings and events; provides customer service to the public and other city departments; performs the duties of staff liaison to the Recreation and Parks Advisory Committee.

Coordinates and creates seasonal brochures and publications for the department; works with department staff to create and enforce deadlines; organizes and develop programs and activities for the seasonal brochures; creates and updates the Web site and pages as needed; hosts one television and one radio program monthly.

Prepares reports, memos, and correspondence concerning area of responsibility.

Provides information, advice, feedback, or assistance to others within the department to refine work outputs or resolve problems.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Recreational Equipment	Computer	Vehicle	Specialized Computer Software
Telephone	Cell Phone	Fax	Photocopier
General Office Equipment			

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four-year college or university in recreation, recreation and parks management, business management or a related field; and, one to two years of progressively responsible related experience; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

New Hampshire Valid Driver's License. American Red Cross First Aid\CPR Instructor

Water Safety Instructor\Lifeguard Certified, Certified Pool Operator

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Personnel management, including recruitment, supervision, training, and performance evaluation.

Principles and practices of recreational and special events management, including operation and maintenance of associated equipment and facilities.

Procedures and regulations affecting the purchase of materials, supplies, equipment, and services.

Current literature and sources of information, trends, and developments affecting recreation administration and programming.

Operation and staffing of aquatics facilities.

Setting up and managing sport leagues and youth development.

Principles and practices of budgeting and accounting.

Federal, state, and city laws, including ADA, OSHA, and Life Safety.

Administrative principles and practices, including goal setting and program and facility budget development and implementation.

Computer applications related to the work.

Skill in:

The use of computer software (Microsoft products), including highly specialized publishing software (In Design).

Communicating clearly and effectively both orally and in writing.

Giving direction and gaining compliance from subordinates.

Establishing and maintaining work relationships with officials from local, state, federal, and private sectors.

Selecting and motivating staff and volunteers for training and professional development.

Using tact, discretion, initiative, and independent judgment.

Identifying and planning short- and long-term goals.

Working in stressful conditions.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Write reports and correspondence.

Speak effectively before public groups and respond to questions.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Interpret a variety of instructions in written, oral, diagram, or schedule form.

Define problems, collect data, establish facts, and draw valid conclusions.

While performing the essential functions of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch, crawl, talk, hear, lift and/or move up to 25 pounds, and use hands to finger, handle, or feel.

While performing the essential functions of this job, the employee is occasionally required to lift and/or move up to 50 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is occasionally exposed to outdoor weather conditions. The incumbent's working conditions are typically loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.