

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 09/14/2011
CITY COUNCIL: 01/25/2016
RES. NO.: 16-7

SENIOR RECREATION SERVICES SUPERVISOR

DEFINITION

Under the direction of the Recreation Services Manager, the Senior Recreation Services Supervisor performs high level, responsible professional work at a supervisory level. The Senior Recreation Services Supervisor plans, coordinates, and evaluates activities and recruits, assigns, trains, supervises, and evaluates full-time and/or part-time staff and volunteers. An incumbent may work in one or a combination of the programs offered by the Recreation Division.

EXAMPLES OF DUTIES

Plans, supervises, and coordinates a variety of programs and activities within a designated supervisory assignment. Recruits, trains, assigns, and supervises part time and volunteer staff. May train, supervise, and evaluate full-time recreation staff including but not limited to, Recreation Services Supervisors and/or Recreation Services Coordinators. Inspects, evaluates, and recommends changes in operations and activities of assigned programs and personnel to maintain quality and quantity. Assesses community needs and maintains good community relations through routine planned and scheduled community, neighborhood, and school visitations and meetings. Conducts staff meetings to plan and evaluate program content, techniques, and alleviate problem areas. Works cooperatively with other recreation supervisors to plan and integrate complete recreation programs. Handles funds in accordance with City and Department policies and procedures. Prepares draft news releases, reports, flyers, correspondence, studies, computer presentations, grant requests, fundraising programs and preliminary budgets. Works as part of a team on projects.

MINIMUM REQUIREMENTS

Knowledge of: The objectives, methods and techniques of organizing groups in a recreational setting; special areas of recreation programming; playground safety and first-aid methods; effective recruitment, training, management and evaluation techniques for employees.

Ability to: Plan and supervise City-wide recreation activities in a designated supervisory assignment, leading participants in a variety of activities; use volunteers effectively;

JOB SPECIFICATION
SENIOR RECREATION SERVICES SUPERVISOR (PAGE 2)

effectively use a variety of City and department personal computer software applications; effectively explore innovative methods of making programs self-supporting; work nights, holidays, and weekends; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Five years of increasingly responsible, professional recreation work in a full-time capacity which must include experience in supervising volunteers, part-time staff, and, desirably, full-time staff. A master's degree in public administration, business administration, recreation studies, or a related field may be substituted for one year of experience.

Education: A Bachelor's degree from college or university with major course work in recreation, physical education, early childhood education, human services, public administration, or a related field. Skill in reading, writing and speaking Spanish is desirable.

License: Possession of a valid Class C California Driver's license.

R: 04/20