



CITY OF HOLTVILLE

JOB DESCRIPTION

TITLE:	RECREATION PROGRAM SUPERVISOR
DEVELOPED:	AUGUST 1, 2007
APPROVED:	AUGUST 27, 2007
DEPARTMENT:	PUBLIC WORKS
REPORTING RELATIONSHIP:	RECEIVES SUPERVISION FROM CITY MANAGER

POSITION SUMMARY:

Under general direction, plans, coordinates and supervises a wide variety of programs, activities, and events at a City park, recreation center or other major recreation or cultural facility.

Supervises recreation program personnel in multiple program areas. Initiates and manages special projects for the Department.

JOB DUTIES:

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES:

- Plans, coordinates, supervises, conducts and evaluates a wide variety of arts, cultural and/or recreational programs and events at a park, recreation center or other major recreational or cultural facility.
- Assists in budget development for assigned program areas and monitors program expenses
- Instructs, supervises and evaluates staff in the performance of assigned duties
- Oversees and assists in a variety of information collection activities, such as fact finding pertinent to disciplinary actions, performance evaluations, subordinate complaints and operating problems.
- Develops promotional materials to advertise programs, activities and events
- Uses of computerized systems for class registration and facility reservations
- Supervises the use of recreational fields and cultural facilities, assesses community needs, partners with recreation providers, arts and cultural community organizations, vendors, schools, and regional resources
- Recommends changes in staffing, program objectives, policies and procedures for maximum effectiveness and efficiency
- Assists in developing program content and methods used to provide community recreation or cultural offerings
- Responds to inquiries, complaints or requests for service from interested community groups and the public, assuring that programs and activities are meeting changing needs of the community
- Provide support and direction for commissions and various committees including development of work plans and long range planning

- Facilitate and monitor outside agency agreements
- Researches grants in support of division activities
- Facilitates services to arts or recreation organizations such as grant funding, workshops, public forums, and mail outs
- Plans and directs the maintenance and use of facilities and/or athletic fields
- Resolves routine problems encountered of subordinate personnel performance of work assignments
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Recreational, artistic, cultural and social needs of the community
- Recreation program and activity planning techniques
- Program administration including budgeting, purchasing and personnel management principles and practices
- Designing, developing, and implementing recreation or cultural programs suited to the needs of the community
- Customer service methods, practices and procedures

Skill in:

- Making recreation and cultural program decisions in accordance with the rules, regulations and ordinances governing the Department
- Analyzing, interpreting and reporting research findings
- Establishing and maintaining effective relationships with city staff
- Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar
- Comprehending and making inferences from written material
- Effective written and oral communication with City Council, City employees, other government officials, boards and the general public
- Managing, motivating, and evaluating assigned staff

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in a variety of weather conditions with exposure to outdoor elements. There is need to stand, stoop walk and lift heavy objects (over 50 pounds) during the course of the workday. Requires the use of a city vehicle on City business.

MINIMUM QUALIFICATIONS:

A bachelor's Degree in Parks and Recreation administration, Arts Administration, or related field, and two (2) years' experience in arts or recreational activities with authority for program operation and budget administration. Must possess a valid California Driver's license. Subject to a complete background investigation through the Department of Justice and a pre employment medical physical.

ADDITIONAL REQUIREMENT: An employee in this position is required to live within fifteen (15) miles of the City Limits, and within the United States. An employee in this position will often be required to work extended hours, weekends, and holidays.