

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Recreation Supervisor	Job Code: 3226
Date: June 27, 2006	EEOC Code: PR
FLSA Designation: Non-Exempt	Civil Service Status: Covered

DEFINITION: This is full professional level work with responsibility for planning, organizing, implementing, and supervising all personnel and aspects of multiple recreational, athletic, and/or special event programs.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to the Assistant Director of Recreation and perform all work under his/her very general direction. The work of this class differs from that of lower level Recreation Coordinators by its greater complexity of tasks and supervisory responsibility over all aspects of recreational programs.

ESSENTIAL DUTIES: Oversees the planning, development, organization, implementation, and evaluation of division programming; ensures adequate coverage for all programs; assigns staff to specific programs; establishes rosters and/or participant lists; establishes and maintains schedules including organizing tournaments, clinics, and training sessions; schedules needed facilities and ensures appropriate access; monitors status and condition of program equipment and facilities; orders supplies and authorizes material purchases; tracks expenses; modifies program budgets as needed; oversees creation of budget for assigned responsibilities; directs division marketing strategies; creates flyers, brochures, announcements, and various program specific marketing materials.

Evaluates division programs to identify areas of success, deficiency, and/or needed improvements or strategy changes; evaluates program effectiveness compared to program costs; assesses recreational needs of the community and adds, deletes, and/or expands programming as needed; assesses facility needs and recommends improvements; may oversee contractors under general direction; maintains and prepares a variety of statistics and reports; implements policy changes; maintains cooperative relationships with schools, program participants, and community resources.

Supervises full-time and part-time staff and/or volunteers; conducts performance evaluations; oversees the recruitment, selection, and training of all staff; identifies and resolves performance issues and enacts discipline as needed; instructs Recreation Coordinators on managing performance issues of part-time staff; ensures adherence to operational rules and procedures; ensures that all staff and/or volunteers understand, communicate, and enforce the rules and regulations of their assigned programs.

Assists other staff members and the public as needed and performs other duties as assigned.

MINIMUM REQUIREMENTS: Bachelor's degree in recreation, physical education, or closely related field and three (3) years of experience in recreational program management; or an equivalent combination of job-related education and experience [substituting each one year of post secondary education/training for six months of experience].

License(s)/Certifications. A valid, lawful driver's license, and certification by the National Recreation and Parks Association as a Certified Parks and Recreation Professional is required.

SELECTION FACTORS: *Knowledge of:* the process and procedures required to organize and schedule recreational, athletic, and/or special event programs for both youth and adults; needed equipment for various recreational programs; basic management and supervisory practices; processes and procedures in establishing and administering program budgets; laws, codes, rules and regulations governing recreation programs; policies and procedures established for the work system; the operations, functions, and terminology common to recreation programs and activities; basic English composition, spelling, and grammar. *Skill in:* handling personnel issues and coaching employees. *Ability to:* conduct performance evaluations; organize a broad range of classes, special events, and recreation programs; organize leagues, tournaments, game schedules and tournament brackets; analyze the value and cost effectiveness of activities; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with employees, administration, media representatives, other agencies and the public; prepare clear, concise, and accurate reports; implement and maintain programs for the generation of revenue; exercise independent judgment while evaluating situations and in making determinations; enforce rules and regulations in a fair and non-confrontational manner.

TOOLS AND EQUIPMENT USED: City vehicles, scoreboards, various athletic equipment, field marking machine, computer and standard office equipment.

PHYSICAL DEMANDS: Some lifting of heavy objects and boxes.

ENVIRONMENTAL FACTORS: Office work and outdoor recreation work with some exposure to adverse weather conditions. May include exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances.



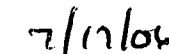
 Department Director



 Date



 Mayor/Chief Administrative Officer



 Date

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.