

CITY OF ISSAQUAH
CLASSIFICATION DESCRIPTION

RECREATION SUPERVISOR

SUMMARY:

A position in this class is responsible for the planning, organizing, implementing, administering, coordinating, promoting, budgeting and evaluating recreational services for a major recreational program or facility.. An incumbent provides oversight of all operations, personnel, program, policies, customer service, contracts, suppliers and community relations and acts as liaison with other local, state and federal agencies and the community on these programs and services. The work is performed independently referring unusually sensitive problems to the Division Manager.. An incumbent makes budget recommendations and has responsibility for administering and monitoring the budget as well as the authority to make recommendations regarding new program development. The work requires excellent communication and human relations skills and a great deal of public contact.

SCOPE:

Reports to: Assigned Division Manager

Supervises: Supervise Parks & Recreation professional and non-professional staff and varying number of seasonal, part-time and volunteer instructors, coaches, sports and program specialists and other volunteers.

Performs work in new and varied situations in accordance with broad departmental goals and objectives under managerial direction from supervisor within the Issaquah service area. Exercises considerable independent judgment in performing assignments of an on-going nature.

DISTINGUISHING CHARACTERISTICS:

A position in this class is distinguished from the Recreation Coordinator and Aquatics Coordinator by broader responsibility for planning and developing recreation programs and services and by responsibility for the supervision of incumbents in various professional and nonprofessional positions and negotiates contracts of a complex and fiscally important nature.

WORK ENVIRONMENT:

Work is performed both in an office setting and at the sites of recreational activities. Work occasionally requires active participation in program activities, requiring varying degrees of physical exertion.

ESSENTIAL FUNCTIONS:

- Develops and administers broad program budget; monitors budget expenditures; develops and implements program goals and objectives.
- Supervises the hiring, training, managing and evaluating program staff; develops and implements policies and procedures related to program activities and services.
- Supervises a major recreation facility such as the Pool or Issaquah Community Center.
- Assures compliance with all legal, safety and health regulations and guidelines.
- Negotiates contracts with non-profits groups.
- Participates in short and long-range planning to enhance or improve programs and services.
- Plans, organizes, coordinates, assigns and evaluates the work of employees; provides training and counseling as needed; maintains all personnel and financial records.
- Contracts for services with suppliers, vendors and organizations; monitors contract performance; serves as liaison for facility maintenance and repair; decides on all purchases of equipment and major supplies.
- Coordinates program activities with other departmental, community, and service area organizations.
- Oversees the development and maintenance of an on-going community relations and publicity program. Establishes contacts with various media sources, community leaders and organizations.
- Evaluates recreation program goals and effectiveness and implements improvements, enhancements and new offerings.
- Coordinates recreation programs with programs offered by schools, little leagues, special sports groups and agencies; coordinates planning and development activities with other agencies and jurisdictions.

OTHER JOB DUTIES:

- Attends various staff, Board, Council, and Commission meetings; relays resultant recreation information to group. Acts as a liaison and coordinator to other agencies and special interests groups in putting together plans and events.
- Responds to public inquiries in a courteous manner, providing information within the scope of knowledge or refers to appropriate individual.

QUALIFICATIONS:

Education and Training:

BA or BS in Recreation or Recreation and Park Administration or equivalent field and four years of full-time recreation work experience related to specific programming discipline(s) of position, including supervisory experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Licensing and Certification:

- Valid Washington State Driver's License with driving record from serious or frequent violations.

For some positions (recreation related):

- Valid First Aid and CPR certificate within six months of employment.

For some positions (pool related):

- Water Safety Instructor Certification.
- Lifeguard Training Certification
- Valid First Aid and CPR Certification.
- Lifeguard Instructor Certification.

Preferred Licensing and Certification

- Certified Park and Recreation Professional

Knowledge, Skills, and Abilities:

- Thorough knowledge of recreation program needs and opportunities for a broad based community recreation program.
- Thorough knowledge of community recreation principles and practices, program development, and alternative resource generation.
- Considerable knowledge of budget planning and development, contract negotiation and monitoring.
- Knowledge of effective supervisory methods and practices.
- Ability to plan, organize, implement a major and diverse, year-round community recreation program.
- Ability to research program needs and recommend changes to Director.
- Ability to communicate effectively and clearly in English, both orally and in writing.
- Ability to prepare and maintain detailed program records and reports.
- Ability to plan, organize, coordinate, assign and evaluate the work of assigned staff.
- Ability to establish and maintain effective working relationship with other employees, agencies and the public.

Physical Environment and Requirements:

- The work is performed both in an office setting and indoor pool environment.
- Incumbents in pools positions exposed to the scent of chlorine, humidity and substantial noise.

- Incumbents in a pools setting must be able to:

- Lift 50 lbs.
- Standing on cement for extended periods.
- Sit in a lifeguard tower.
- See and hear indications of pool related dangers.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

ORINATION DATE: January 1998
REVISED: October 2001, December 2002
EEO CATEGORY Professional
STATUS Exempt