

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: RECREATION SUPERVISOR I
RECREATION SUPERVISOR II

DEPARTMENT: PARKS AND RECREATION

BASIC FUNCTION:

Under general supervision, perform professional recreation work in a variety of recreational programs of the city; plan, organize, coordinate and supervise a variety of recreational activities, special events, and community programs and services at an assigned recreation center, park facility, aquatics facility, or recreational area; leads and supervises subordinate staff in assigned programs.

DISTINGUISHING CHARACTERISTICS:

Recreation Supervisor I: This is the entry-level class in the Recreation Supervisor series. Employees in this classification normally work under close supervision performing more routine tasks and duties assigned to position within the series. Work is usually observed both during its performance and upon completion and fits an established structure or pattern. Positions at this level are not expected to function with the same amount of knowledge or skill level as position at the Recreation Supervisor II level.

Recreation Supervisor II: This is the journey level classification in the Recreation Supervisor series before management level. This classification works under general supervision and incumbents are expected to perform a variety of duties with only occasional instruction or assistance. Adequate performance at this level requires the knowledge of departmental procedures and policies, maintaining compliance, and the ability to work independently and offer alternative solutions in solving problems and in achieving greater effectiveness. Positions in this class are normally filled by advancement from the Recreation Supervisor I level.

KEY RESPONSIBILITIES:

Plan, organize, and coordinate multiple recreation programs, and directly participate in a variety of citywide recreation program activities.

Supervise and direct full-time and/or hourly staff in a variety of citywide recreation program activities.

Make recommendations regarding the organization, scheduling, and staffing of various recreation program activities to department management.

Develop recreation programs and procedures; oversee implementation within assigned area.

Prepare periodic reports and news releases; maintain activity and progress records.

Attend meetings and assist in providing staff support to the Parks and Recreation Commission, including the preparation and presentation of technical staff reports.

Respond to citizen complaints and requests for information; present information to the public on event activities.

Assist in budget preparation and administration for the department.

Assist in the development of goals, objectives, and policies for the Recreation Department.

Act as liaison with school district officials.

Make recommendations and assist in contract administration.

Assist in the coordination of recreation activities with other city departments and divisions, and with outside agencies.

Perform related duties as assigned or requested.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Philosophy, principles, and practices of public recreation programs
- Major sports, games, and other recreational activities suitable for children, adolescents, adults, and senior citizens
- City of Carlsbad policies and rules related to recreational programs and general administrative practices and procedures
- Operation and scheduling of a recreation/community center facility
- Principles of supervision, training, and evaluation
- First aid method and safety precautions related to recreation settings, athletic fields, swimming pools, and senior citizen centers

Ability to:

- Plan, organize and coordinate the program activities of recreation programs
- Maintain the operation and scheduling of a recreation/community center facility
- Communicate clearly and concisely, orally and in writing
- Supervise a variety of recreational programs and instruct individuals and groups in recreational activities
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Supervise, train, and evaluate assigned staff

The Recreation II Supervisor will demonstrate the following in addition to the above:

- Perform difficult, complex technical and administrative work involving the use of independent judgement
- Demonstrate initiative and accuracy
- Manage multiple and complex program budgets
- Manage multiple projects and programs simultaneously
- Identify opportunities for greater effectiveness and recommend best practices
- Assist with preparation of staff reports for City Council Agenda's

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with major work in recreation or a related field.

Two years of professional experience involving the development and supervision of a variety of recreation programs for all age groups.

The Recreation Supervisor II will demonstrate the following in addition to the above:

Four years of professional experience involving the development and supervision of a variety of recreation programs for all age groups, including two years as a Recreation Supervisor I or an equivalent classification.

SPECIAL REQUIREMENTS:

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

Must meet State of California Tuberculosis test requirements.

If assignment involves working with minors, in accordance with the Health and Safety Code Section 10911.5 (a), cannot have any convictions related to drugs, sexual misconduct, assault or related offenses involving minors; and CA Penal Code Section 11165.9 requires responsibility to report suspected child abuse.

Depending on the assignment the recreation supervisor may be required to issue notices of violation and field citations and use whatever judicial and administrative remedies are available under municipal code 1.10.020 General enforcement authority.

Work weekends, holidays, and evenings as assigned.

Required certifications within six months of appointment, as a condition of employment, satisfactory completion of First Aid and CPR/AED certificates are required.

When assigned to an Aquatics Facility, the following certificates shall also be required:

- American Red Cross CPR/AED for Lifeguards
- American Red Cross Lifeguard Training/First Aid
- American Red Cross First Aid for Public Safety Personnel
- American Red Cross Water Safety Instructor Certified
- American Red Cross Lifeguard/Training Instructor

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

Incumbents frequently drive to site locations, attend outdoor activities and events and occasionally be required to physically exert themselves (run, walk, stoop, bend, reach) in the supervision of recreational activities. Some positions may occasionally require incumbents to lift or move moderately heavy equipment, or materials during the course of duties assigned. This position may also require frequent exposure to the weather during the course of performing the essential duties.

DATE APPROVED: November 12, 2019