

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Recreation Supervisor	CLASS. CODE: 0331
DEPARTMENT:	Community Services	FLSA: E
REPORTS TO:	Community Resources Recreation Manager	DATE: 7/1/2002

Job Summary:

Manages a Recreation Program for the City of Salem as well as outreach programs. Work involves planning, developing, coordinating, evaluating and supervising all aspects of activities within one or more major program areas; supervises career level staff; develops general policy guidelines; develops and administers section budgets with multiple funding sources. Designs and implements master plans; represents the Department on policy matters or other issues.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Manages the ongoing and daily operations and maintenance of a Multi-purpose recreation/community facility.
2. Facilitates citizen involvement/community participation in the creation of and develops master plans.
3. Assists Division and may supervise the coordination of a wide variety of educational, sport, recreational, or social programs; and information, referral and outreach services.
4. Develops and administers policy concerning program and/or facility management.
5. Develops the framework and oversees the design, implementation, delivery, problem solving and evaluation of specific programs.
6. Supervises career staff, reviews progress and work products, provides informal feedback, handles disciplinary actions, and conducts formal performance evaluations.
7. Plans, organizes, and directs a range of support and staff operations including the direction and coordination of subordinate employees, volunteers and supervisors; hires and trains personnel; approves leave.
8. Develops written reports including status reports, annual reports, policy recommendations and other decision reports for advisory boards, commissions, City Council and the public.
9. Creates and sustains many community partnerships, designs broad-based collaborative approaches to effectively provide direct programs and services, address community issues and foster civic engagement.
10. Administers public events and oversees public use of City parks, streets and open spaces for community and special events; works with other City departments, State and County agencies to facilitate and coordinate use.
11. Administers and coordinates Permit Applications/Park Reservation process and procedures public use of group picnic areas, ball field rentals, etc.
12. Responsible for the preparation of the annual budget for the nine cost centers of the Division.
13. Develops and administers various Cost Center budgets including general fund, government grants, private foundations, corporate sponsorships and civic contributions, as well as in-kind contributions of materials, services, professional staff time and volunteer labor.
14. Develops and administers various Cost Center implements a full-scale resource

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development plan which includes: embracing the business community to contribute in-kind and financial contributions, producing large revenue generating special events, building and sustaining a planned giving program, creating an endowment fund/foundation, and submitting grant requests.

15. Provides staff support and information to boards, commissions, task forces and other policy making and advisory groups; represents the City and/or Departments on coalitions, boards and advisory groups.
16. Promotes programs and its partners to the Salem community at large, developing community understanding and participation in programs and services, and interfaces with a wide variety of civic groups to enhance and sustain current programs.
17. Develops and writes Requests for Proposals for projects. Negotiates, prepares and administers contracts with partners and vendors.
18. Serves as team leader in the development of a capitalized improvement project and secures funding.
19. Provides administrative/department support as assigned by Supervisor.

Important Job Functions

1. Researches and evaluates national trends and existing programs.
2. Responds to public inquiries, requests for information, resource referral, and problem solving.
3. Provides media information such as press releases on major issues, response to reporters, interview, etc.
4. Serves as Fixed Asset Inventory Coordinator for various facilities.
5. Works with supervisory staff to develop and implement the Department's Emergency Operations Plan.
6. Serves as the Division's Financial Integrated Management Systems Coordinator.
7. Serves as Editor for the Community Resources Guide/City of Salem Newsletter.
8. Administers the City/School Cooperative Use Agreements as they relate to Salem-Keizer School District and City facilities.
9. Prepares and provides public presentations, workshops and seminars on a variety of topics.
10. Oversees the development and maintenance of Division's web pages.
11. Attends meetings and various training seminars and conferences as required.
12. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer, printers, scanner
- Automobile
- Digital camera
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in recreation, public administration, gerontology, sociology, social work, education or a related field; and, Five (5) to seven (7) years of experience in a related field; or,

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Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Oregon Class C Driver's License

May require one or more of the following:

- Professional Recreation Management Certification
- Certified Parks and Recreation Professional
- American Swimming Coaches Association Coaching Certification
- Aquatic Facility Operator Certification
- National Pool and Waterpark Lifeguard Training Certification
- National Alliance of Youth Sports/Administrators Association
- Hazardous Materials Awareness and First Responder Certification

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Various recreation services including administration and management, implementation and delivery, evaluation and troubleshooting.
- Recreation facility operation and maintenance including parks, ball fields, pools, classrooms, gymnasiums, senior community recreation/congregate site, etc.
- Government budgeting, accounting and purchasing systems.
- Principles and practices of public recreation, and the philosophies and objectives of a municipal recreation program.
- Organizational development, principles of community mobilization and mediation techniques.
- Social services, senior services, human rights, group process and neighborhood services (may be necessary).
- Fund raising techniques, donor cultivation and retention techniques, marketing strategies and grant writing.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Demonstrate skills in verbal and written communication, including presenting to policy groups and the public.
- Portray interviewing techniques for both personnel issues and program/service recipients.
- Strategically plan and analyze complex community issues.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Develop and execute a year-round range of recreation services in area of responsibility.

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- Coach, manage and supervise staff, provide team leadership, build consensus among diverse stakeholders, and facilitate meetings and decision making processes.
- Develop, recommend and implement a productive course of action.
- Work indoors and outdoors, possibly in inclement weather conditions.
- Work with constant interruptions and demands of a public accessible recreation facility administering multi-interest/needs programs and services.
- Empathize and assist the general public as well as individuals with special needs and interests.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.