



PARKS AND RECREATION SUPERVISOR

DEFINITION

Under general direction, supervises, the programs, activities, and personnel of multiple and/or complex parks and recreation programs; plans, directs, coordinates, and participates in various special projects and community events as assigned; plans, organizes, and directs business services activities; functions as a cooperative and productive member of the Recreation Division's program operations team; provides responsible professional staff assistance to the Parks and Recreation management staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks and Recreation Manager. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is a full supervisory-level classification responsible for program development, administrative activities, and the supervision of day-to-day operations of multiple and/or complex programs within the Parks and Recreation Department. Incumbents are responsible for supervising and evaluating the work of full-time, part-time, temporary and seasonal, and contract employees as well as volunteers.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Plans, prioritizes, assigns, supervises, and reviews the work of staff involved in multiple and varied parks and recreation programs, such as sports activities, neighborhood programs, theater and arts, seniors' programs including but not limited to recreation classes, special events, facility rentals, and front office activities.
- Assists in developing, implementing, and monitoring goals, objectives, policies, and priorities for designated program areas reflective of the community's needs and the City's and department's overall goals, policies, ordinances, and applicable governing rules, regulations, and guidelines.
- Assists in designing and implementing new and modified programs and projects within designated program area(s) based on analyses and assessment of the community's recreational needs and priorities; develops program objectives, designs plan of action, projects resource needs and requirements, and schedules times and facilities.
- Provides input to the department's annual budget by preparing resource, revenue, and expenditure projections for designated program areas; administers and monitors assigned budget monies; tracks and analyzes revenues and expenditures on an ongoing basis, and recommends budget adjustments as necessary.
- Supervises and provides administration for the scheduling and use of designated parks and

recreation facilities, and the collection of fees, applications, and registrations; maintains appropriate records and logs; takes steps necessary to ensure facilities are maintained properly and utilized appropriately.

- Oversees the coordination and implementation of classes, programs, and activities; determines if a program, class, or activity is cost-effective, meets the needs of the community, and fits the parameters of City facilities.
- Writes grants and conducts fundraising events.
- Recruits, selects, trains, supervises, evaluates, and participates in progressive disciplinary process for full-time, part-time, seasonal and temporary, and contract employees; analyzes current staffing needs and projects future requirements; monitors subordinates' performance on a continuous basis and prepares performance evaluations in a timely manner.
- Supervises the coordination of programs, facilities use and rentals, and special events activities with other City departments, divisions, outside agencies, and service providers; serves as a liaison to community groups as assigned.
- Assists management staff in the purchase, design, and set-up of City facilities.
- Purchases or oversees the purchase of a variety of supplies, materials, and equipment for designated program areas; reviews expenditure requests for approval.
- Responds to medical emergencies at recreational events or City-sponsored events to administer basic first aid and/or performs cardiopulmonary resuscitation (CPR); calls for emergency medical personnel when necessary.
- Attends meetings, workshops, and conferences as required.
- Presents and provides information regarding assigned program areas/special projects and the City's recreational services to City Council and various commissions upon request.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Applicable federal, state, and local laws, codes and regulations related to designated program area(s).
- Safety principles and practices, including basic first aid, CPR, and health/hygiene.
- Recordkeeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Supervise, select, train, motivate, and evaluate the work of staff and volunteers.
- Interpret, apply, and explain applicable federal, state, and local policies, procedures, laws, and regulations related to designated program areas.
- Apply City policies, procedures, and organizational priorities related to various recreational programs as needed.
- Determine, plan, coordinate, and implement a variety of recreational programs and/or other recreational programs suited to the needs of the community.
- Respond to medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or CPR.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities and meet critical deadlines.
- Respond to complaints or inquiries from citizens, City staff, and outside organizations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

Education and Experience

A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.

Equivalent to an associate degree from an accredited educational institution with major coursework in recreation, business, public administration, or a closely related field;

AND

Three (3) years of progressively responsible experience in recreation or public administration, parks or landscape maintenance, or a closely related field, which included at least one (1) year in a lead capacity.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Standard First Aid Certificate issued by the American Red Cross.
- CPR Certification.
- For positions assigned to the Parks Division, a Work Zone Traffic Control Safety Certificate issued by the International Municipal Signal Association or successful completion of the Traffic Control Technician-CA State Specific Training Course thru the American Traffic Safety Services Association may be required.
- For positions assigned to the Parks Division, a Playground Safety Certificate is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; strength, stamina, and mobility to traverse uneven terrain, including climbing ladders, stairs, and other temporary or construction access points; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard or calculator; and the ability to occasionally lift, carry, push, and pull materials and objects up to 40 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, hazardous chemical substances and fumes, as well as blood and bodily fluids. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

Employees are required to wear the appropriate attire for the recreation activity to which they are assigned as well as utilize the proper personal protective equipment while rendering first aid.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	November 2021
Revised	
FLSA	Non-Exempt
Salary Schedule	Public Services Employee/Range 31