

RECREATION SUPERINTENDENT

CODES/PAY RANGE

Class Code: 2930

EEO Code: B

Pay Range:

MAJOR FUNCTION

Specialized recreation work in the coordination and supervision of all County recreation programs in a designated district.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, coordinates and directs all recreational programs. Plans and directs all recreation activities in assigned district such as special events, centers youth and adult sports summer programs, after school programs, etc.

Stimulates interest in recreational activities through contacts and liaison with interested groups and individuals. Supervises, trains, and evaluates the work of paid and volunteer personnel assigned to their district.

Participates in staff conferences in planning comprehensive recreation programs.

Investigates and takes action on requests, suggestions or complaints concerning recreation services. Provides leadership by introducing new programs, equipment and facilities to staff members and the community.

Requisitions equipment and supplies as needed. Responsible for inventory control of equipment and materials allocated to programs in their district.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, and techniques of public recreation programs and the needs of all levels and age groups. Knowledge of the facilities and equipment required in both indoor and outdoor recreation activities.

Ability to establish and maintain effective working relationships with the general public.
Ability (**Recreation Superintendent continued**)

to demonstrate skill and leadership in various recreational activities, including supervisory skills. Ability to work closely with the Grounds Maintenance Superintendent in coordinating schedules and programs.

MINIMUM QUALIFICATIONS

Bachelor's degree in Recreation or Physical Education, Health or closely related field, and three (3) years of paid supervisory experience in a recreation program.

A comparable amount of education, training or experience may substitute for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Light work. Ability to see, talk; walk, stand.

Environmental Demands: Inside and outside work. Limited exposure to inclement weather (heat, humidity, cold, rain), dust.

Mental Demands: Ability to read and comprehend professional manuals, ordinances, statutes; instructions, reports, abstracts, financial reports, letters, and summaries. Ability to write reports, evaluations, summaries, letters, financial reports, procedures, and policies. Ability to perform general mathematical functions. Ability to speak publicly and extemporaneously; conversant in policies, techniques and procedures of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/94