RECREATION SUPERINTENDENT

DEFINITION
Under general supervision, manages staff engaged in the development and provision of recreational and cultural services programs and activities.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Manages staff engaged in the development and provision of recreational programs and activities;
- Provides guidance and management for the Recreation & Cultural Services Division;
- Assesses existing recreation facilities and programs and recommends improvements;
- Researches activities, trends and other City programs to enhance and expand recreational and cultural services for the city;
- Provides opportunities for residents and visitors to engage in leisure activities at parks and recreation centers; reviews reports and records of facility usage, participant activity and accident/incident reports;
- Prepares and reviews bids, contracts, purchase order requisitions and payments.
- Develops and enforces Division goals and objectives and assists in the preparation of staff reports and division budgets, including recommendations for fiscal allocations and expenditures;
- Represents, explains and promotes the Division at meetings; conducts site visits to monitor services, maintenance and public relations;
- Participates in the development of recreation publicity including writing press releases and special announcements and conducting informational interviews.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of best practice management and/or supervision principles, budgeting and purchasing process and procedures, effective conflict resolutions techniques and methods, and able to operate a personal computer hardware and software
- Skilled in managing, delegating and evaluating work activities, researching, implementing and maintaining recreational activities or community services, providing and following oral and written instructions, and establishing and maintaining positive and productive working relationships
- Ability to effectively communicate verbally and in writing, build strong productive teams, and perform essential duties with minimum supervision
- Proficient in the use of a personal computer, electronic devices and software packages to perform essential job duties.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbent may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, and areas under construction.

QUALIFICATIONS
Bachelor's degree from an accredited college or university with coursework in marketing, event planning, or Public Relations or closely related field, AND five (5) years of increasingly responsible event planning/management experience in a municipal public parks and recreation services or municipal program plus two (2) years of supervisory experience. Must possess at the time of application and maintain a valid California Driver's License.