

## CITY OF LATHROP

### RECREATION SUPERINTENDENT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general administrative direction is responsible for the overall direction and administration of multiple recreation divisions within a community-wide recreation and leisure services delivery system; plans, organizes, supervises recreation staff in the implementation of recreation programs, budgets and operations; assists with the planning and design of recreational facilities, master plan revisions and implementation, and other management functions of the Department where appropriate.

#### **DISTINGUISHING CHARACTERISTICS:**

The Recreation Superintendent is a subject matter expert in the development and delivery of recreation and leisure programs, and an experienced manager. This position is distinguished from the next lower position of Recreation Supervisor in that the latter classification is responsible for one division. The Recreation Superintendent differs from the next highest classification of Department Director in that the Director has authority and responsibility for the entire Department.

#### **SUPERVISION RECEIVED AND EXERCISED:**

This position receives general administrative direction from the Director of Parks & Recreation. This position provides direct supervision to Recreation Supervisors and Senior Center Manager, and indirect supervision to lower level workers assigned to the Recreation Divisions.

#### **ESSENTIAL FUNCTIONS:** *(including but are not limited to the following)*

- Oversees the day-to-day Recreation Department programs and operations;
- Develops comprehensive measurable goals and objectives for the Recreation Divisions;
- Develops and implements a broad based recreation delivery system; analyzes the costs and effectiveness of Department vision, programs and procedures;
- Supervises recreation personnel including training, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, recruiting and recommending or approving the hire of new employees, or promotions/salary increases; enacting discipline when appropriate;
- Conducts performance evaluations of assigned personnel as well as ensures recreation staff receive performance evaluations at periodic intervals as required;

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- Ensures that all personnel are informed of Department policies, and works through subordinate managers to ensure adherence to policies and procedures;
- Oversees the Department revenue generation program; analyzes cost effectiveness of programs, facility operations and related contracts;
- Oversees preparation of the Recreation Division budgets, including programs and facility operations;
- Prepares comprehensive analytical reports relating to the Recreation Division;
- Oversees production of all departmental publications and public relations materials;
- Assists in the development of a relationship with community organizations, public agencies to form and utilize joint use agreements for recreational activities and facilities;
- Provides support to staff to identify possible grant funding opportunities and administration as related to Parks and Recreation programs;
- Participates as a member of the Department management team;
- Provides courteous and professional service to all facility users, Department and City personnel and the public; ensures staff provides a high degree of service to both internal and external customers;
- Responds to citizen complaints which have not been resolved at a lower level within the Recreation Divisions;
- Regularly attends public/community group meetings and Commission meetings to answer questions; interprets and explains existing policies related to recreation issues on behalf of the City;
- Presents reports to the Commissions and City Council and other legislative bodies as needed on matters within the Recreation Division;
- Conducts work tasks safely and in compliance with department safety standards and the City's Injury and Illness Prevention Program;
- Performs various related essential duties as required.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires frequent sitting and use of keyboard; frequent standing for long periods of time; frequent walking, bending, stooping, squatting, kneeling, climbing ladders, crawling and twisting, while performing field work; occasional pushing, pulling or lifting objects in excess of 25 pounds while loading supplies, equipment, and assisting with the set up of sports and/or special events. Work may occur in various weather conditions including hot, wet and cold weather. Typical duties require frequent repetitive motion; frequent writing and typing; frequent grasping, holding and reaching; frequent operation of standard office equipment, infrequent use of special event and/or sports equipment and hand tools; frequent decision making and concentration, frequent public and/or coworker contact; occasionally works alone. This position requires the ability to use fine and gross motor coordination for driving a variety of vehicles and equipment such as, but not limited to, car, pick-up, and equipment trailer.

Specific vision abilities required by this job include constant use of overall vision; frequent computer use; occasional color and depth vision; and acute hearing is required when providing phone and face-to-face service.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Recreation Superintendent. A typical way of obtaining the required qualifications is to possess the equivalent of seven (7) years of increasingly responsible experience in the recreation field including a minimum of five (5) years at the level of Recreation Supervisor or higher, and a bachelor's degree with major course work in recreation, public administration, landscape architecture or related field. Continued studies or additional certifications from professional recreation organizations such as the California Parks and Recreation Society (CPRS) or the National Parks and Recreation Association (NRPA) are highly desirable.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license; possession of, or ability to obtain CPR and First Aid certifications. Certification of AED operation is highly desirable.

**Knowledge of:**

- Public recreation facility management operations and techniques;
- All phases of a complex recreation and leisure services delivery system;
- Use of computerized registration and registration software systems;
- Principles of budget preparation and control;
- Principles and techniques of organization, planning, management and supervision including training, performance evaluation and discipline;
- Current methods, techniques, principles, and procedures used in good internal and external customer service;
- A variety of recreational opportunities such as sports, teen programs, aquatics, leisure enrichment activities, pre school, child care and youth programs, camps, special events;
- Personal computers including word processing, desktop publishing and other computer applications desirable;
- Basic operation of automated office machines.

**Ability to:**

- Manage, plan, assign, guide, review and assess the work of a diverse staff in the accomplishment of multiple projects;
- Use independent judgment to analyze problems that arise in the areas under supervision and recommend solutions;
- Evaluate submitted recommendations regarding the transfer, promotion, salary increase, discipline or discharge of staff, adding independent recommendations as needed;
- Assess the work of employees and write performance evaluations;

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### Job Description – Recreation Superintendent

- Promote staff development and motivation and to train staff;
- Use independent judgment in non-routine situations, such as introducing revenue-producing activities and responding to staff problems;
- Communicate effectively and tactfully with coworkers and other City staff at all levels, Council Members, other governing bodies, community groups, the public and peers both verbally and in writing;
- Comprehend a variety of reference books and manuals including policy manual, procedure manual, professional publications and computer manuals and a variety of informational documents including a budget status reports, correspondence, attendance records, news releases and time sheets;
- Prepare manuals, budgets, reports to the City Council, budget reports, annual report, purchase orders, news releases, performance appraisals and memos using prescribed format and conforming to all rules of punctuation, grammar, diction and style;
- Proficiently operate computer programs such as those in the Microsoft Office Suite; learn and use City software;
- Identify and determine the nature of potential safety hazards and ensure corrective courses of action are taken.

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