



RECREATION SUPERVISOR

Department: Parks and Recreation
Job Class #: 629500
Pay Range: Professional 06

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is responsible supervisory and staff management work in coordinating county-wide recreation programs for the Pierce County Parks and Recreation Services Department. Employees in this classification are responsible for development, coordination and supervision of a comprehensive recreation and youth sports program. Specific duties may include scheduling and coordinating youth sports programs including overseeing volunteer coaches, developing and implementing specialized programs and promoting and publicizing various aspects of the county's recreation programs. Incumbents are engaged in a considerable amount of public contact with civic and social clubs, schools, news media and the general public. Work is performed under the general supervision of the Superintendent of Recreation with considerable latitude for independent judgment in accomplishing recreation objectives. The position works closely with the other Recreation Supervisors in the department in a team programming approach. Work is reviewed through conferences, analysis of reports and observations.

ESSENTIAL JOB FUNCTIONS:

- Directs the selection, supervision and evaluation of assigned staff. Establishes work rules, safety requirements and performance standards.
- Conducts or oversees performance evaluations and initiates and implements disciplinary actions as warranted.
- Resolves grievances and other sensitive personnel matters. Provides for the training and motivation of subordinates in order to make full use of individual capabilities and to meet changing system demands.
- Organizes, coordinates, schedules and directs various youth sports programs, day camps and activities.
- Establishes community contacts and sponsorship opportunities.
- Researches, develops and directs comprehensive public recreation programs to meet the needs of Pierce County citizens; establishes section and program goals in consultation with others.
- Prepares and administers budget as appropriate; monitors expenditures and payroll in accordance with established procedures.
- Plans and implements an on-going public relations program; makes public presentations, establishes contacts with appropriate media sources and prepares copy for newsletters, brochures, flyers and media releases and public service announcements.
- Develops alternative funding sources for programs and improvements by preparing grant proposals and seeking other funding and resources.
- Coordinates long-range planning efforts between the recreation division and other public agencies; coordinates the use of school, private and other governmental facilities for recreation use.
- Directs the resolution of problems or emergencies affecting availability or quality of customer services. Responds to sensitive and complex public inquiries or service complaints, assuring the resolutions are documented to minimize future problems.
- Directs the development and maintenance of systems and records that provide for the proper evaluation, control and documentation of assigned questions.

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ESSENTIAL JOB FUNCTIONS: (continued)

- Analyzes and recommends improvements to existing facilities equipment and operating systems of the department.
- Attends and participates in various professional conferences and seminars.
- Establishes and implements policies, procedures, and standards for the efficient and effective operation and maintenance of assigned work program.
- Utilizes PC software such as Microsoft Word, Excel, Access, e-mail and scheduling software (e.g., Group Wise) and Class.

KNOWLEDGE, SKILL AND ABILITIES:

- Extensive knowledge of municipal recreation administration and operations.
- Extensive knowledge of the modern principles and practices of management and supervision.
- Knowledge and familiarity with computerized record keeping systems, window based personal computers, word processing software, and spreadsheets.
- Knowledge of the rules and regulations of sport activities.
- Ability to promote and maintain a harmonious work environment with employees and other staff members.
- Ability to develop and implement a short and long-range planning process for recreation needs.
- Ability to plan, organize and oversee assigned work programs, including monitoring work schedules, legal requirements, progress reviews and recreation service contracts.
- Ability to develop and recommend policies, procedures and budgets to meet division objectives and overall goals of the department.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Ability to establish and maintain effective working relations with County staff, outside agencies and the community.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to analyze detailed statistical and narrative information.
- Ability to develop, monitor and maintain accurate accounting and budgeting procedures.
- Ability to train and supervise seasonal regular part-time, volunteers and temporary part-time employees.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS:

Bachelors' Degree in Parks and Recreation Administration or related field and four years of experience in recreation which includes at least two years of supervisory level experience. Additional education and/or experience may substitute for the position requirements. Possession of, or ability to obtain, a valid Washington State Drivers license, valid CPR and First Aid Certificates within thirty days of employment is required. Professional certification in either: Washington State Recreation and Parks Association or National Recreation and Parks Association is desirable. Positions in specific program areas may require program-related experience, education and/or training. Working Conditions: Work is primarily performed in an office environment, but it is sometimes necessary to set up equipment or assist with recreational activities in other ways.