GREATER VALLEJO RECREATION DISTRICT

RECREATION SERVICES SUPERINTENDENT

Salary Range: 67

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION
To plan, organize, provide administrative direction and oversight for and participate in the activities and functions of the Recreation Division in order to achieve high customer satisfaction and meet benefits based analyses; to develop a strategic action plan for the Division, to coordinate assigned activities with other district divisions, departments, and outside agencies; and to provide highly responsible and complex administrative support to the General Manager. This position is a confidential, non-represented management position.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the General Manager.

Exercises direct supervision over assigned management staff and functional supervision over operational staff.

ESSENTIAL FUNCTION STATEMENTS
Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:
1. Assume management responsibility for all services and activities of the Recreation Division, including the community centers, recreation facilities and various recreation programs for children, youths and adults.

2. Manage and participate in the development and implementation of strategic action plans for the Recreation Division incorporated as part of the District’s goals and objectives; include as part of employees’ performance review.

3. Monitor the day-to-day operations to ensure that goals and objectives are being met; policies and procedures are being followed; services are being provided effectively and efficiently; take corrective action, as appropriate.

4. Confer and coordinate with other divisions, departments and outside agencies, including community groups and organizations; assess and monitor community needs; evaluate activities, programs and classes for content, techniques, and special problems to identify opportunities
for improving service delivery methods and procedures; negotiate and resolve sensitive and controversial issues.

5. Review and assist in the preparation of benefits based analysis, recommendations and justification supporting new activities or changes to established activities; develop and implement programs and/or improvements aligned with community needs;

6. Plan, organize, direct, administer, coordinate and review the work plan for the Recreation Division; assign work activities, projects and programs; review and evaluate the work products of direct management staff and operational staff through subordinate levels of supervision; meet with staff to identify and resolve problems.

7. Provide for the selection, training, development of staff; work with employees to correct deficiencies; authorize discipline as required; recommend and administer policies and procedures.

8. Oversee and participate in the development and administration of the Recreation Division program and City Services annual budgets; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

9. Use the CLASS system to manage facilities and programs; monitor and evaluate subordinate staff on use of CLASS system to maintain programs, fee based activities, and facilities; make available CLASS subject matter expert for training other groups within the District.

10. Attend board meetings; prepare and present verbal and written reports.

11. Conduct a variety of organizational studies investigations, and operational studies; prepare and direct the preparation of a variety of written correspondence, reports, procedures, ordinances and other materials.

12. Coordinate the development of grants, corporate sponsorships, donations and other fund raising programs to fund services and programs.

13. Plan and coordinate marketing efforts; make presentations to professional groups, and social and community organizations.

14. Coordinate capital improvement projects with the other divisions and departments.
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15. Provide professional assistance to the General Manager, and when assigned, perform the duties and responsibilities of the General Manager in the absence of the General Manager.

16. Maintain a customer service philosophy; respond to and resolve difficult and sensitive citizens’ inquiries and complaints.

Marginal Functions
1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:
1. Current theories, principles and operational practices common to the field of municipal recreation administration.
2. Managerial theories and principles, employee motivation, and team building.
3. Public sector policy development and implementation and budgeting principles and practices.
4. Technological literacy in computer applications for park and recreation service delivery.
5. Management skills to analyze programs, policies and operational needs.
6. Techniques for effectively representing the District in contacts with customers, other agencies, and the community as a whole.
7. Skills in resource development to garner grants, donations, sponsorships and in-kind services for programs.
8. Federal, State and local laws, codes and regulations that are pertinent to the management and operation of recreation programs and facilities.
9. Principles and practices applying to contract development and administration.

Ability to:
1. Oversee and direct the operations, services and activities of the Recreation Division.
2. Develop and administer division goals, objectives and procedures consistent with the District’s mission and strategic plans.
3. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
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4. Supervise and evaluate staff, directly and through multiple levels of supervision.
5. Assess community recreation needs and facilitate employee and community groups to work effectively and collaboratively.
6. Monitor program results and demonstrate outcomes both qualitatively and quantitatively.
7. Prepare clear, concise and informative reports, correspondence and other written materials.
8. Understand, carry out, and issue clear oral and written instruction.
9. Prepare and administer large and complex budgets.
10. Research, analyze and evaluate new service delivery methods and techniques.
11. Establish and maintain effective working relationships with those contacted in the course of work.
12. Manage multiple tasks, often with competing priorities and demands.

Experience and Education Guidelines
Any combination of experience and education that would likely provide the required knowledge and abilities sufficient to successfully perform the essential duties listed above. A typical way to obtain the knowledge and abilities would be:

Experience:
Five years of professional recreation programming and organization experience including experience in supervising the work of professional recreation staff, and preferably including experience in revenue-generating, social and special programs.

Education:
Equivalent to graduation with a Bachelors degree from a four year accredited college or university with major course work in recreation management, public or business administration, or a related field.

License or Certificate
Possession of a valid California driver’s license and maintenance of an acceptable driving record while employed.

C.P.R. and First Aid Certification or the ability to obtain within six months of hire date.

FLSA Status: Exempt