

LINN COUNTY CLASSIFICATION

TITLE: RECREATION SERVICES SUPERVISOR

NUMBER: 839

APPROVAL ORDER NUMBER 2018-178

PAY RANGE: 17

DATE: JUNE 12, 2018

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Assists the Director and Parks Operations Supervisor in planning, assigning and supervising the Parks and Recreation Department's field staff in the development and supervision of recreation services, concessions, events and activities. Develops and implements strategies for assessing community needs and delivering recreation services through programs and partnerships that meet identified needs. Coordinates, prioritizes and supervises the planning and implementation of recreation services and initiatives; does related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Parks and Recreation Director or the Parks Operations Supervisor who assigns responsibilities and reviews work for results obtained and conformance to assignment.

SUPERVISION EXERCISED: Exercises supervision over assigned recreation personnel; participates in selection of new personnel; assigns duties, provides training, evaluates performance and recommends personnel transactions. May be assigned additional supervisory duties in the absence of the Parks Operations Supervisor or Parks & Recreation Director.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Supervises recreation staff and assigned staff, reviews daily work progress, offers training assistance and determines best solutions when problems arrive. Plans, assigns and supervises the Department's recreation events, programs, services, concessions, sales and rental program. Monitors employee activity and equipment operations to ensure safety practices; implements and maintains safe operating practices and assures compliance with proper safety procedures, rules, and regulations.
2. Evaluates performance and manages Parks Recreation Services, events, sales and market programs. Assesses community needs for recreational services. Coordinates the planning and implementation of strategies and initiatives that address community needs. Works with key community stakeholders to create partnerships for efficient and effective delivery of quality recreational services.
3. Actively promotes and markets the services, programs, activities and events of the Department. Determines materials, equipment, facilities, fields, supervision or instruction needs for each program to assure safe and quality recreational experiences.
4. Insures compliance with department policies, rules and regulations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures. Maintains operational records and prepares

periodic reports for required state regulated programs under their supervision.

5. Coordinates the planning and management of any concessions-related activities including design, layout, operation, inventory, contracting and staffing. Manages supplies and equipment inventory; reviews and evaluates parks operations and recreation programs, orders and purchases supplies and materials; schedules assigned personnel; assists in budget development.
6. Reviews and implements Department operational policies and procedures and makes recommendations and assists in development of new policies and procedures. Assists in the development of short- and long-range plans and strategic plans; coordinates programs, activities and Department or County-wide initiatives with other staff and agencies as needed.
7. Manages assigned operations to achieve goals within available resources. Develops new revenue streams and maximizes revenue in order to sustain quality programs. Develops and prepares budget for service areas that reflects identified and established needs and initiatives. Assure that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
8. Develop and maintain effective, harmonious and reasonable work relationships with others. Assists other staff in the performance of their duties as assigned.
9. Maintain regular and predictable work attendance. Employee will be required to work a flexible schedule including potentially working evenings and weekends. Employee may also be required to work on three holidays (Memorial Day, Fourth of July and Labor Day).
10. Responds to the public, citizens, employees and others in a prompt, professional and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the practices, principles and methods involved in park & recreation management, operations, event planning and contracting.

Knowledge of supervisory methods and techniques and knowledge of safe working practices. Extensive knowledge of: recreation program planning and administration and equipment, facilities, operations, and techniques used in a comprehensive recreation program. Expertise in safety requirements of all recreation activities and skill in operation of listed tools and equipment used.

Skill in the operation of personal computers and other digital equipment. Skill in the use of computer software applications including, but not limited to, word processing, spread sheets, data bases, website maintenance and the use of the internet.

Ability to develop, coordinate, and direct varied activities involved in recreation services; establish and maintain effective working relationships with employees, supervisors, vendors, contractors, participants and the general public. Ability to communicate effectively both orally and in writing. Ability to train, layout, assign and supervise the work of subordinates. Ability to prepare reports and maintain accurate financial records. Ability to establish and maintain harmonious working relationships with contractors, subordinates, superiors and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Five years of progressively responsible experience in park and recreation management including experience in a supervisory capacity. Considerable experience in recreation administration and contracting. Graduation from high school or possession of the equivalent GED certificate, preferably supplemented by additional college level coursework in parks and recreation or related field; or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Class C motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENTAL: Work is generally performed outdoors in all types of weather and in all Linn County Parks locations. Work requirements include the ability to see, talk, hear, sit, stand, walk, bend, stoop and kneel. The ability to use hands to finger, handle or operate objects, tools or controls, to reach with hands and arms and to lift or move fifty (50) pounds is also required.