

## **LEISURE SERVICES SUPERINTENDENT**

---

### **DEFINITION**

---

Under general direction, plans, organizes, and directs the City's leisure services programs to meet recreational needs of the community, acts in the absence of the Director, performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

---

This position serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the Department Head.

### **REPRESENTATIVE DUTIES**

---

*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed and some assigned duties may not be listed below.*

1. Plans, organizes, directs, and evaluates city-wide recreation programs involving juvenile and adult sports activities and other leisure programs; investigates and resolves complaints within established guidelines.
2. Assigns, schedules, and supervises the work of part-time, temporary, and full-time staff; evaluates current programs and staff; reviews and approves program budget expenditures; supervises receipt and accounts for collects fees; supervises facility reservation and program registration systems.
3. Works with community groups and individuals in the development, organization, and promotion of leisure services programs and activities; may act as recreation representative with school district officials and others participating in leisure service programs; serves on the Parks and Leisure Services Commission; keeps the public informed through news releases, promotional materials and other forms of media.
4. Evaluates the effectiveness of programs and services; implements improvements in accordance with established policies and procedures; develops program goals, objectives, establishes departmental performance criteria and sets standards for evaluation.
5. Plans and coordinates division budget; monitors revenue and expenditures; prepares revenue reports; assist with acquisition and administration of grants.
6. Consults with the Director on matters of divisional and community needs; provides staff support to the Director; makes presentations to City manger and City Council.
7. Represents and supports the policies and procedures established by the City Council, City Manager, and Department Heads.

## **EMPLOYMENT STANDARDS**

---

### **Education and/or Experience**

Graduation from an accredited college with a Bachelor's degree in recreation administration or a related field and five years of experience in recreation programming and community relations including three years of supervisory responsibility or any combination of training and experience that provides the desired knowledge and abilities.

### **Knowledge of:**

Objectives, methods, and techniques of planned recreation; sports and recreational activities suitable for children, youth, and adults; community organizations and resources available; marketing promotional techniques; recreation assessment techniques; principles and practices of supervision; budget preparation and monitoring.

### **Ability to:**

Supervise and direct activities through others; speak publicly and make presentations; prepare reports and correspondence; establish and maintain effective working relationships with superiors, peers, subordinates and the general public; conduct recreational needs assessments; communicate effectively, both verbally and in writing; understand and follow verbal and written directions; analyze situations and resolve problems within established laws, rules, regulation and policies, develop comprehensive plans to meet future needs for service; deal constructively with conflict and develop effective resolutions; operate a computer.

### **Special Requirements**

Possession of or ability to obtain a valid California Driver's License.

### **Physical Demands**

Sitting, standing, walking, some stooping, and bending. Dexterity and coordination to handle files; occasional lifting of objects up to 25 lbs. such as files, stacks of paper and other reference materials. Moving from place to place within the office; some reaching for items below and above desk level. Strength, dexterity, coordination and vision to use a keyboard and video display terminal.

## **WORKING CONDITIONS**

---

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Daily use of a video display terminal. Some travel by car may be required to attend meetings outside of normal business hours.

Date Adopted: August 6, 1996