

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

RECREATION SUPERINTENDENT

2319

GENERAL PURPOSE:

Plans, organizes, and directs the City's ongoing recreation programs for youth, teens, adults, and senior citizens. Responsible for developing and implementing a comprehensive recreational program that meets the needs of the community, within approved financial resources (and/or identifying alternative financial resources for program enactment or continuation).

CLASSIFICATION SUMMARY:

The Recreation Superintendent is responsible for the development, management, implementation and evaluation of the activities of the Recreation Department. As such, the employee manages and administers department programs and activities and supervises full-time recreation and administrative staff and a large number of seasonal/temporary employees. Work involves effective planning, setting priorities, and directing long-term and day-to-day operations of recreation programs including aquatics, senior citizen programs, adult sports programs, special events and other recreation activities for all ages. Work also involves considerable coordination with the Park department and other city departments. Work is performed under the general direction of the City Supervisor who reviews work performance through verbal and written reports and the effectiveness and quality of recreation programs.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, develops, organizes, directs, monitors and evaluates the programs, activities and special projects of a comprehensive citywide recreation program for all ages; coordinates programming with the Park Department, school district personnel and representatives from other public agencies; plans and schedules sports programs and special events; develops and administers inter-agency agreements with public schools districts, state and county entities, universities and other entities.

Manages the administrative functions of the department; develops, administers and monitors the department budget; recommends program fees and expenditures; interviews and hires personnel; directs, monitors and evaluates the work of staff; monitors and tracks expenditures; coordinates staff training; conducts special projects including capital improvement planning and the development of new recreational facilities.

Plans and directs publicity for recreation programs and special events; represents the department on various boards and committees; supervises the scheduling of a variety of City operated facilities.

Develops and implements program mission and values; monitors program accomplishments and revises department goals and objectives to meet community recreation and facility needs.

Performs public relations duties to apprise the public of various recreation related issues; resolves public complaints, issues and concerns with regard to city recreation programs.

Serves as administrative officer for the City's parks and recreation commission; attends City Council meetings to provide technical assistance, develop goals and objectives and receive and provide information as appropriate.

Plans, directs and implements council adopted programs and Capital Improvement projects.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Administrative and managerial philosophy, principles and practices of recreation activities including program development, planning, direction, promotion, budget, coordination, evaluation and management by objectives;
- Effective management and supervisory principles and practices;
- Current literature, trends and developments in recreation management;
- Public swimming pool and aquatic program development, staffing and management;
- Comprehensive recreation program development, promotion and management;
- Project management methods and risk management programs;
- Public relations, marketing and customer service techniques.

Ability to:

- Develop and deliver comprehensive year-round, high-quality recreational programs;
- Plan, organize, direct, delegate and evaluate diverse recreation programs through subordinate supervisors;
- Effectively prepare and present oral and written informative material relating to department activities;
- Develop effective marketing strategies;
- Plan, manage, and schedule recreational programs that meet the needs of the community;
- Coordinate and direct, through subordinate supervisors, the programs and activities of the department to attain department goals and objectives through effective utilization of human and financial resources;
- Plan, organize, budget and manage recreation programs and projects;
- Develop accurate budgets of program revenues and expenditures;
- Establish and maintain effective working relationships with the department director, subordinates, community groups, program participants, representatives of public and private agencies, and the general public;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Manage a computerized registration system;
- Work with boards, commissions and public groups;
- Manage multiple priorities;
- Safely perform the essential functions of the job;
- Work occasional weekends and evenings;
- Obtain and maintain a valid driver's license with CDL endorsement and safe driving record.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Three years of comprehensive recreation management and programming experience; and a bachelor's degree in recreation program supervision or administration; or substituting additional experience for the degree.

TOOLS AND EQUIPMENT USED:

Personal computer, telephone, fax machine, calculator, copy machine.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time. However, some travel to a variety of locations to perform work and/or attend meetings is required. Physical exertion may be required to lift office supplies and recreation equipment.

This is a safety-sensitive position and is subject to random drug and alcohol testing as a condition of employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Exempt

Adopted: 9/82 Revised: 9/91, 4/94, 12/97, 6/99, 5/03, 05/07