



City of Lake Oswego, Oregon

Job Description

RECREATION SUPERVISOR II

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 533

Job Code: 5045

Class Summary

Under direction, plans, organizes and supervises recreational facilities and staffs, including scheduling, preparing and monitoring budgets, assessing and publicizing programs and events, recruiting and selecting facility staff and program instructors, overseeing facility maintenance, and serving as a community liaison to volunteer boards and city boards and commissions.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Supervises facility staff, program instructors and volunteers including preparing and monitoring facility staffing schedules, prioritizing and developing work plans, evaluating staff performance, conducting performance evaluations, developing and interpreting policies and procedures, making hiring and termination recommendations, making pay rate change recommendations and providing training and development.
2. Oversees and supervises the development of recreational programs by facility staff, work with staff to develop quarterly schedules ensuring space, equipment and instructors are available. Develops programs for special projects and as needed including planning and scheduling classes, speakers, workshops, trips, special events, sports events and programs; and, ensuring proper permits are obtained and contracts written. Determines fees for programs based on evaluating past program expenses and coordinating with staff to ensure that confirmation letters and rosters to instructors are sent.
3. Acts as a liaison to other department staff, and the general public including addressing inquiries regarding facilities, programs and resolving conflicts.
4. Coordinates and schedules repairs and maintenance for assigned facilities with contractors, other departments and volunteer work parties, writes Requests for Proposals, awards contracts, orders materials and supervises work as necessary.
5. Acts as a liaison to volunteer boards and to city advisory committees and commissions, organize activities, develop/monitor budgets, recommend and oversee fundraising and coordinates volunteers. Serves as a department representative on community boards as directed.
6. Coordinates the development of facility and program budgets including short and long range planning for facilities, programs and capital improvements, conducts cost and marketing studies, obtains sponsorships and writes grants. Monitors facility and program expenditures to ensure they remain within budget.

7. Develops and coordinates promotional programs such as press releases, special brochures, and flyers including distributing press releases to radio stations, newspapers and other media contacts; and, preparing and distributing newsletters to City residents and staff. Attends department meetings.
8. Prepares surveys to determine needs, implements programs to meet needs, evaluates facilities/programs and prepares quarterly reports including data for performance indicators including participation numbers, activity take rates, financial and customer satisfaction. Presents reports to the Parks and Recreation Advisory Board.
9. Performs other duties of a similar nature or level.

Recreation focus:

1. Oversees and develops focus-based programming including planning and scheduling activities, classes, speakers, workshops, trips, and events, and, ensuring proper permits are obtained and contracts written with scope of work and payment schedules
2. Determines fees for programs based on evaluating program expenses and cost recovery expectations.
3. Communicates with contractors and employees and distributes rosters to instructors.
4. Oversees and ensures facilities are well maintained in coordination with Facilities and Parks Maintenance.
5. Hires, supervises, trains facility staff and volunteers; schedules work shifts, approves timecards, oversees safety and risk management, and promptly addresses associated problems, .

Aquatics focus:

1. Oversees and develops aquatics programs for both indoor and outdoor swim facilities including planning and scheduling classes, special events, Lake Oswego School District swimming and water polo events and programs.
2. Determines fees for program activities based on evaluating past program expenses and distributes rosters to instructors.
3. Oversees hiring of lifeguard staff, water safety instructors, and aquatic fitness instructors and shift coordinators and ensures proper training., schedules work shifts, and approves timecards.
4. Ensures the aquatic facilities are safe and well maintained in coordination with Parks and Recreation Management team members and facility staff.

Administrative focus:

1. Oversees and supervises administrative operations and programs and activities for the department including oversight of the Natural Resources and Parks & Recreation Advisory Board (Parks Board) functions, customer service operations, scholarship program, and is the lead for department project contracting administration and recreation program specialized contracting.
2. Develops and administers department policies and procedures according to national accreditation program, Commission for Accreditation for Parks & Recreation Agencies (CAPRA).
3. Determines and provides computer support to the department including system development, provides training and troubleshoots technical problems , configuring systems and assists with complex formatting and software needs.
4. Oversees hiring, training, scheduling, disciplining, work and project assignments such as record keeping, reports, and presentations and approves timecards, of administrative and clerical personnel.

Minimum Qualifications

Knowledge of:

- Management theories and principles.
- Budgeting theories and principles.
- Bid proposal.
- Project management.
- City, state and federal laws, regulations and ordinances governing parks and recreation.
- Report writing.
- Recreational program objectives.
- Facilities management.
- Public relations.
- Personal computers and related software applications.
- Desk top publishing systems used to develop quarterly brochure.

Skills and Abilities to:

- Apply supervisory theories and practices.
- Prepare budgets.
- Track and recording expenditures.
- Project revenues.
- Prepare RFP's.
- Develop facilities and programs which stimulate community interests.
- Manage facilities, programs and contracts.
- Organize and coordinate special events and programs.
- Write reports.
- Evaluate facility and program effectiveness.
- Prepare press releases.
- Resolve conflicts.
- Promote positive public relations.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Bachelor's degree in Parks & Recreation, Recreation Management or Leisure Services and five years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Aquatics Supervisor position requires American Red Cross Lifeguard Management Training Certificate, CPR/AED for Professional Rescuers (CPRO) training, Water Safety Instructor Certification, Lifeguarding Instructor Certification and must have Aquatic Facility Operator or Certified Pool Operator certification within 6 months of hire.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This 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.