



City of Lake Oswego, Oregon

Job Description

RECREATION SUPERVISOR I

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 515

Job Code: 5026

Class Summary

Under direction, plans, organizes and supervises recreational and cultural programs, activities and facilities including program scheduling, preparing and monitoring budgets, publicizing programs and events, recruiting and selecting instructors and volunteers.

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 support staff and volunteers including prioritizing and developing work plans, evaluating staff performance, interpreting policies and procedures, making hiring and termination recommendations, making pay rate change recommendations and providing training and development.
2. Oversees and develops recreational programs 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 sends out confirmation letters and rosters to instructors.
3. Manages recreation facilities such as Skate Park and Swim Park. Ensures facilities are well maintained in coordination with Parks Maintenance; hires, supervises, trains facility staff; oversees safety and risk management, promptly addresses associated problems.
4. Acts as a liaison to other departments, general public and community advisory committees as required, including answering questions regarding programs, resolving conflicts and supporting fund raising events, as required.
5. Assists in preparing program budgets including determining services, capital purchases and staffing levels. Monitors program expenditures ensuring remains within budget. Evaluates programs and prepares quarterly reports including showing numbers of participants, revenues and expenses.
6. 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, may prepare and distribute newsletters to City residents and staff.
7. Oversees production of quarterly brochure including awarding bids for design, layout and printing; determining format and size; approving pictures for programs and activities; proofing and editing information; preparing purchase orders; giving final approval; and, coordinating mass mailings.

8. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Supervisory theories and principles.
- Budgeting theories and principles.
- Bid proposals.
- City, state and federal laws, regulations and ordinances governing parks and recreation.
- Report writing.
- Recreational program objectives.
- Facilities operation.
- 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.
- Develop programs which stimulate community interests.
- Manage programs.
- Organize and coordinating special events and programs.
- Write reports.
- Evaluate 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 and Recreation, Recreation Management or Leisure Services and four 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.

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.