

**City of Pendleton**

**Job Description**

**Recreation Supervisor**

|  |  |
| --- | --- |
| **Department**:  Parks & Recreation | **FLSA**:  Exempt |
| **Reports to**:  Parks & Recreation Director | **Representation**:  Unrepresented |
| **Pay Range**:  Supervisory Salary Plan, Range 4 | **Date**:  July, 2018 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Serves the residents and visitors of the City of Pendleton. Plans, organizes and coordinates a community recreation program for youth and adults, including athletic and seasonal aquatic activities, arts, gymnastics, social and other special interest and general programming; does related work as required.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose. Using complete sentences, please describe the various tasks performed on the job which are critical to the successful performance of the job* ***or*** *occupy more than 5 percent of your time. Describe them in such a way as to be clear to someone who does not understand the work performed.)*

1. Planning Plans and implements a wide variety of leisure programs for all ages in the areas of recreation, sports, fitness, cultural arts, aquatic activities, and special events. Research trends and develop new and innovative programs to offer quality activities in a diverse array of interests. Assists in the development of the budget as it relates to resources necessary to support programs and facilities. Prepares long-range goals for improvements, equipment purchases, repairs/maintenance, as well as future enhancements. Evaluates program effectiveness and recommends or implements change as needed.
2. Supervision Hires, trains and supervises staff, volunteers and instructors. Prepares work schedules and assigns employees. Provides or facilitates staff training and assures any necessary certifications are maintained. Evaluates and disciplines employees when needed.
3. Financial Purchase products necessary to deliver programs. Solicit bids as required. Manage purchasing card and process bills for payment. Monitor spending to assure expenditures stay within budget. Solicit funding for events such as the Daddy Daughter Dance, Halloween Carnival and the music/movies in the park series. Assist with developing/maintaining sponsorship support.
4. Promotion/PR Designs and distributes materials to promote programs in a variety of mediums including: activity guides, brochures and flyers, signboards, banners, news releases, posters, social media, email blast campaigns, and related communications. Meets with youth and community groups and conducts surveys to assess needs, organize and promote activity programs. Facilitates partnerships with the community to enhance recreational opportunities. Attend public meetings and gatherings such as Chamber and other civic groups, farmer’s market and other special events. Responds to public inquiries.
5. Records & Reports Plans, manages and reports upon activities; develops and utilizes strategies to maximize profits and minimize waste. Compiles program attendance and participation figures, prepares annual reports and recommendations regarding recreation activities. Maintain maintenance and inventory records.
6. Facility Management Manage facilities including reporting any maintenance concerns, coordinating janitorial services, recommending facility improvement projects, scheduling intermittent maintenance needs such as floor cleaning, painting, repairs, etc. Schedule facility rentals balancing community access with special event requests. Keep the facility stocked with the equipment and supplies necessary to deliver services.
7. Communication Attend department staff meetings. Schedule and attend additional meetings to successfully communicate, plan and implement work activities. Coordinates with office staff to assure pertinent information is available to the public. Provides customer service including answering phones, and scheduling facilities.
8. Regulatory Ensures compliance with federal, State, and local laws, regulations, codes and/or standards such as: food handlers, CPO, LGI, chemical handling and all safety laws and rules. Trains employees and monitors for compliance. Evaluates legal and liability issues to determine effective practices and procedures.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Performs a variety of miscellaneous duties such as, participating on committees, and assisting with other city programs and activities.
2. Attend conferences and trainings to stay ahead of emerging trends.
3. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

Not in a series.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Bachelors Degree from an accredited college or university is required. Degree must be in recreation or a closely related field; and
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

Less than 12 months

1 – 3 years

3 – 5 years

5 – 8 years

Other

Describe experience: Two years of experience with demonstrated skill organizing and implementing leisure activities.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. If managing the Aquatic Center, must possess at time of hire or be able to obtain within six (6) months of hire: Lifeguard/FA/CPR-PRO, Certified Pool Operators license, Lifeguard instructor trainer (LGI). May be required to obtain additional appropriate Aquatic Certifications.

**3. Necessary Knowledge, Skills and Abilities:**

1. Knowledge of methods, techniques, materials and equipment related to all aspects of aquatic pool operations and maintenance.
2. Knowledge of a variety of recreation programs, events and facilities.
3. Ability to develop, implement and evaluate leisure programs.
4. Ability to work effectively with youth and other community groups;
5. Ability to hire, train, evaluate, and supervise employees and volunteers;
6. Ability to communicate effectively, both orally and in writing and prepare detailed reports;
7. Ability to stimulate action to provide well attended, successful recreation programs;
8. Ability to evaluate programs and staff;
9. Skill in organizing, planning and maintaining records;
10. Ability to work flexible schedule to meet various program needs.
11. Ability to work independently in the absence of supervision.
12. Knowledge of City and State policies, procedures, regulations, and codes related to aquatic facility maintenance and repair.
13. Knowledge of safety standards, practices and procedures applicable to area of assignment.
14. Knowledge of data entry, and word processing.
15. Ability to respond to emergencies outside standard working hours.
16. Ability to establish and maintain effective working relationships and work as a team member.
17. Ability to perform the essential functions of the job.
18. Ability to maintain regular and predictable attendance to serve customers, interact with staff, attend meetings, training, etc.
19. Extensive knowledge in the area of team and individual sports, including the development of leagues and tournaments, scheduling, and the creation of tournament brackets.

1. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
2. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

MS based word-processing, spreadsheet, and/or data base programs

Outlook or other email communication.

Internet and/or social media

Presentation or desktop publishing software

Specialized or custom software

1. Vehicle - Car/pickup/van/SUV

**5.** **Supervision:**

1. This position supervises other staff. Positions supervised include: recreation staff, special interest instructors, seasonal employees, volunteers and personnel assigned from other community programs
2. This position reports to the Parks & Recreation Director. Supervision received is (Choose one):

Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

Primarily with other City staff and/or customers.

Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

Complex

Controversial

Confidential

Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

Most situations are resolved using standard procedures and established guidelines.

Situations are somewhat varied; requires application of specific technical skills and expertise.

Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.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.*

1. Work is performed primarily indoors at the Recreation Center, Aquatic Center, and Parks & Cemetery offices as well as outside on various City properties, including the pool, ice rink and parks. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Medium .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

Office environment / no specific or unusual physical or environmental demands.

Work on and around heavy construction equipment \_\_\_\_%

Exposure to toxic elements/hazardous chemicals \_\_\_\_%

Work at heights in excess of 20 feet \_\_\_%

More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

Exposure to weather or temperature extremes \_\_\_%

Isolation \_\_\_\_%

Exposure to light or noise extremes \_\_\_\_%

Regular travel outside the City \_\_\_\_%

Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are during business hours Monday – Friday, but may include evenings and weekends to supervise/monitor events, programs and staff. Variations include (check all that apply):

Frequent or regular overtime

Subject to emergency call out

Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

Not applicable  Input  Prepare  Forecast  Monitor  Approve

1. This position has resource accountability for the following level of assets (choose one):

Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification 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.*

Drafted: 11/06/01

Revised: July, 2014

Revised: July, 2018

Revised: August, 2020

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Acknowledgement/Date Supervisor Approval/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.