



## **City of Phoenix RECREATION SUPERVISOR**

**JOB CODE 41170**

Effective Date: 04/98

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to administer a comprehensive recreation program to meet the leisure needs of the community. The incumbent works with private, quasi-public, and governmental agencies; educational institutions; professional staff; and volunteers. The Recreation Supervisor acts as a section head and is responsible for the supervision of part-time and full-time staff (Recreation Coordinators I, II, and III) and programs for one of the geographic sections of the City, **or** supervising recreation staff involved in Citywide speciality areas, such as music, dance, drama, arts and crafts, special events, outdoor sports, special interest classes, volunteer programs or major facilities such as adult or community centers. The Recreation Supervisor works independently under the general direction of a Parks and Recreation Administrator or other supervisor.

### **ESSENTIAL FUNCTIONS:**

- Supervises full and part-time recreation staff and contract personnel.
- Attends events, evaluates programs and discusses improvements.
- Conducts research and prepares written budgetary, expenditure justification, facility usage and activity reports.
- Keeps accurate and concise written financial records.
- Participates in the planning of new park and recreation facilities.
- Oversees the activities and use of public recreation facilities.
- Meets with individuals or groups to stimulate interest and support for recreation activities.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Principles and practices of municipal recreation administration and supervision.



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- Methods involved in planning, organizing, conducting, and evaluating recreational program activities.
- Fiscal procedures and practices.
- Community recreation programs and organizations.

### Ability to:

- Understand community leisure and social conditions to determine special recreation needs.
- Perform a broad range of supervisory responsibilities over others.
- Communicate in the English language by phone or in person in a one-to-one or group setting.
- Comprehend and make inferences from written material.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with other City employees and the general public including groups of all ages and socio-economic backgrounds.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential functions.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Four years of full-time professional supervisory experience in recreation and a bachelor's degree in recreation, leisure studies, fine or performing arts, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.