

CITY OF COPPERAS COVE
POSITION DESCRIPTION

GENERAL INFORMATION:

1. Job Title: Recreation Superintendent
2. Department: Parks & Recreation - 54
3. Job Category: Administrative
4. Reports To: Director of Parks and Recreation
5. FLSA: Exempt
6. Benefits: Sick leave, Vacation, Holidays, Medical, Dental & Eligible to participate in (TMRS) Texas Municipal Retirement System

GENERAL PURPOSE

Plans, organizes, coordinates and supervises a community recreation program for seniors, adults, and/or youth, including the organization, scheduling, and supervision of athletic and aquatic programs, special interest classes, multiple ball fields, and maintenance of athletic equipment. Promote good public relations and community support for athletic and aquatic programs under the administrative direction of the Director of Parks and Recreation.

SUPERVISION RECEIVED

Works under the policy guidance and direction of the Director of Parks and Recreation.

SUPERVISION EXERCISED

Supervises two (2) recreation specialists, part-time recreation staff, special interest instructors, seasonal employees, and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; works with Director in preparing annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Coordinates recreation staff in the development and implementation of community recreation programs.

Supervises classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs.

Selects, plans and implements cultural arts, physical activities and special interest activities.

Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.

Prepares and/or supervises the publication of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.

Coordinates, schedules and maintains related records and statistics for programs and personnel

Coordinates sports programs, registers children for teams, collects fees, acquires coaches, assigns practice times, distributes and collects uniforms.

Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other City departments, and the general public.

The employee must have the ability to work well with others and have a good/pleasant attitude.

Attendance is an essential job function. It is essential to arrive to work on time and work established schedule.

Performs other essential duties as required to achieve successful operations of the department.

PERIPHERAL DUTIES

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting arts/crafts activities for children, making arrangements for rental and use of Recreation Building, helping set up tables and chairs for classes, etc.

Schedule games and coordinate with umpires for games, etc.

Schedules and runs various tournaments throughout the year,

Serves as a member of various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Bachelor's Degree from an accredited college or university in Recreation, Sports Management, Kinesiology, Public Administration, or a closely related field preferred.

(B) Four years experience in Recreation Administration or related field including two years supervisory experience.

(C) Any equivalent combination of education and experience on a year for year basis.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;

(B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR preferred.

(C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one. First Aid and CPR certification preferred. Ability to obtain lifeguard certification within a year of hire date.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

Acknowledgement: _____
Employee

Acknowledgement: _____
Supervisor

Effective Date: 08/2014