

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: COMMUNITY SERVICES RECREATION SUPERVISOR

PERSONNEL COMMISSION APPROVAL: FEBRUARY 17, 2021 (*Revised*)

COUNCIL APPROVAL: MAY 2005

JOB CODE: 0258

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: HBMT

FLSA STATUS: NON-EXEMPT

EEOC CODE: PARAPROFESSIONALS

JOB SUMMARY

Under general supervision, supervises, coordinates and oversees operations of a community services facilities or events providing various recreation, athletic, and community programs.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Community Services Manager

Supervises: Paid and/or volunteer staff; various independent contractors

DISTINGUISHING CHARACTERISTICS

Community Services Recreation Supervisor is a multi-position classification with overall responsibility for supervising operations of community services facilities or events, including facilities maintenance, event programming coordination with other departments and outside agencies, and staff/contractor direction. The position is distinguished from the Community Services Recreation Coordinator classification by the supervisory responsibilities, level of responsibility and the complexity of the duties assigned. Incumbents may work at different sites depending on assignment.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, coordinates, oversees and evaluates a variety of citywide recreation programs or classes and/or specialty area programming such as adult or youth athletics, aquatics, after school and summer programs, special events, programming designed for disabled residents or senior citizens, and non-city sponsored specific events.

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- Oversees program development, marketing and implementation including registration, selection of contract instructors and collection of fees; develops promotional or program materials
- Identifies and mitigates the impacts of events on local residents and businesses, reviews proposals and applications and established conditions for event approval
- Oversees maintenance of community services facilities, amenities and equipment including swimming pools, ball fields, tennis, basketball and racquetball courts, parking, security, custodial, and kitchen; arranges for necessary repairs; schedules and coordinates use of facilities including after-hours rentals
- Develops and monitors operating budget; orders supplies and materials
- Supervises full and part-time staff; interviews, hires, trains and evaluates staff in accordance with established policies
- Supervises and coordinates personnel assigned to assist with program or event production including site set-up and break down
- Resolves interpersonal conflicts between/among program participants.
- Represents the department and the City with community groups, business organizations, corporate partners, government agencies, and other departments to develop collaborative efforts, identify needs, and propose strategies and solutions for promoting recreational activities and events.
- Performs related administrative duties, including report preparation and grant writing
- Conducts emergency action planning; responds to emergency calls and works outside of normal business hours as needed
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

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MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of community facility operations and community service program development and administration
- Purpose, use and benefits of municipal recreational activities and events
- Federal, state and local regulations governing the operation of recreation programs and events
- Safety practices in a recreational and event environment
- Standard office principles and procedures
- Principles of budgeting, supervision, and training

Ability to:

- Identify community recreation and event needs
- Plan programs and activities for target residents
- Form cooperative relationships and partnerships with others whom do not have a direct reporting relationship
- Respond with tact, composure and courtesy when dealing with individuals and or large crowds that may be experiencing significant emotional distress
- Maintain accurate records, record and retrieve information; write reports
- Operate personal computer and standard software applications
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate effectively with others both orally and in writing

Education: Bachelor's degree from an accredited college or university in Recreation Administration or other related field.

Experience: Three (3) years' experience in community recreation program administration

Certifications/License: Valid California Class C driver license and an acceptable driving record are required by time of appointment and throughout course of employment.

The position assigned to the City Gym and Pool must obtain within six months of hire or appointment the following American Red Cross Certificates: CPR/AED for the Professional Rescuer; First Aid for Public Safety Personnel (Title 22); Lifeguarding; Preventing Disease Transmission, and Water Safety.

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SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office environment combined with outdoor locations. The incumbent uses a computer keyboard and related office equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less. Requires near vision in reading correspondence, plans, specifications and other information; hearing and speech to communicate in person, before groups, and over the telephone with co-workers, contractors, and the general public. When work is performed outdoors, there is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, and extreme temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. May 2005
Rev. Jan. 2012 JD
Rev. Nov. 2020 PA