

## CLASS SPECIFICATION

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**CLASS TITLE:** AQUATIC PARK HEAD SUPERVISOR  
**DEPARTMENT:** RECREATION  
**REPORTS TO:** FINANCE DIRECTOR

**CLASS CODE:** 60566  
**FLSA STATUS:** N  
**DATE:** 12/18

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### **JOB SUMMARY:**

Supervises staff and performs a variety of moderately complex recreation division administration function, including: overseeing the operation and rental of facilities; developing and promoting recreational and instructional programs; and completing various administrative functions.

### **ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training staff; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; scheduling training and testing; coordinating leave time; and addressing complaints and resolving problems.

Manages and implements comprehensive municipal recreation programs; determines programming needs and evaluates existing programs.

Interprets, develops, communicates, updates and monitors ordinances, policies, procedures, and standards; recommends improvement when necessary; and writes/revises same.

Assists in planning long-range goals, objectives, organizational structure, and overall direction for the department.

Assists in the operation of special events and other programs.

Coordinates services with other agencies, individuals, department, etc.

Manages the preparation of the budget, including; recommending amendments and other revisions; developing specifications, cost analysis, implementation schedules and related information; determining resource needs and allocation of resources; monitoring effective use of public funds; and ensuring expenditures, as approved, are within budget.

Coordinates purchasing processes, including; approving expenditures; preparing specification; and developing requested; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; and relays and interprets administrative decisions, policies and instructions.

Composes various types of correspondence, grants, agreements, etc.

Prepares publicity information; writes press releases; designs brochures and fliers.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or FAX.

Follows up on inquiries from various agencies, groups, media, etc., regarding organization programs and services.

Approves permits, use of facilities and credit refunds.

Coordinates payroll processes.

Receives and receipts registration fees.

Attends meetings and presents information and discusses related issues; prepares information for distribution.

May serve as backup for other positions within the department.

Performs other duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Calculator                              General Office Equipment                              Computer                              Postage Meter

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in a related field.

Three (3) years of progressively responsible related experience.

**Licenses and Certifications:**

Certified Pool Operator

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Procedures, codes, ordinances and departmental operating standards in assigned department.

Supervision of staff and activities.

Recreation administration.

Public recreation and service delivery philosophies.

Human resources policies.

Facility and recreation programming techniques and processes.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

General office procedures, policies and practices, as well as knowledge of computer and other general office equipment.

Office administrative and secretarial practices and procedures, such as business letter writing and the operation of standard office equipment, including a computer.

Applicable state, federal and local ordinances, laws, rules and regulations.

Standard business arithmetic, including percentages and decimals.

All computer applications and hardware related to performance of the essential functions of the job.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

Advanced budgeting principles and practices.

Purchasing procedures and requirements.

Record keeping, report preparation, filing methods and records management techniques.

**Skill in:**

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Developing cost analysis of programs and facilities.

Researching grants and other funding sources.

Researching recreation products and equipment.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Customer service techniques.

The use of a typewriter and/or computer software and equipment.

Operating and routine maintenance of general office machines such as copiers, facsimile machines (FAX), and telephone systems.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

**Mental and Physical Abilities:**

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with others.

Ability to deal with problems involving several variables in standardized situations.

Ability to add, subtract, multiply, divide whole numbers, common fractions and decimals.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; ascend and descend stairs; reach with hands and arms; speak and hear; and push, pull and/or lift up to 25 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.