



## **TAHOE CITY PUBLIC UTILITY DISTRICT Job Description**

**Job Title:** Recreation Superintendent  
**Department:** Recreation  
**Supervised By:** Director of Parks & Recreation  
**FLSA Status:** Exempt  
**Revised as of:** March 2017

### **JOB SUMMARY**

To plan, organize, direct and coordinate the activities of the Recreation Division within the Parks and Recreation Department, including development, implementation, and marketing a variety of recreation programs, special events, and sports leagues for youths and adults; to schedule and supervise leadership staff and facility use; and to provide highly complex staff assistance to the Director of Parks and Recreation.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Parks and Recreation.

Exercises direct supervision over assigned supervisory, technical and administrative support personnel.

### **ESSENTIAL FUNCTIONS**

The duties listed 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.

- Develop, plan, and conduct a variety of recreation programs, including, but not limited to sports leagues, special events, day camp, day trips, and specialty classes.
- Coordinate and schedule use of School District, other agency, and District-owned facilities for recreational uses.
- Prepare and administer contractual agreements between the District and other organizations and independent recreation specialists.
- Prepare marketing plan and obtain materials to promote recreation programs such as photography, video, brochures, fliers, social media, email posts, web site updates, press releases, banners, signs, and posters.
- Maintain communication with Parks Division crew regarding recreation scheduling and facility needs.
- Plan recreation budget and prepare budget justification reports for annual expenditures and revenue.
- Track, analyze and prepare reports on participation and cost recovery in each program area.
- Maintain budgetary control through accurate record keeping.
- Supervise and schedule Recreation Supervisor, Recreation Coordinator, interns, and seasonal recreation staff.

- Prepare information for and/or conduct meetings such as commission, committee, staff, and board meetings.
- Assist in preparation of departmental budget.
- Research and implement innovative recreation programming for all ages and customers.
- Develop and ensure methods for community and customer input into the variety and quality of recreation programs provided.
- Analyze data received from community/customer input and provide recommendations for addition, revision, or deletion of recreation programming.
- Make presentations to school, parent organizations, service clubs and other community groups.
- Develop plan for fundraising and grant writing.
- Maintain regular attendance to conduct job responsibilities.
- Provide appropriate oversight of all recreation programs, including scheduled attendance at all events.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Perform all other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **1. Knowledge of:**

- Principles and practices of organized team and individual sports development, and understanding of sports rules and regulations.
- Principles and practices of recreation programming.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment.
- Principles and practices of marketing to promote programs.
- Organization, development, and implementation of community recreation events, sports leagues, and specialty programs.
- Effective use of time and resources to accomplish program goals and objectives.
- Safe work practices.

### **2. Ability to:**

- Organize and direct Recreation Division operations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve division related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use

telephone, and communicate through written means; and lift or carry weights of 75 pounds or less.

- Gain cooperation through discussion and persuasion.
- Interpret and apply District and department policies, procedures, rules and regulations.
- Prepare and administer a budget.
- Supervise, train and evaluate personnel.
- Operate and use modern office equipment including computers and applicable software.
- Plan, organize, and lead sports and recreation events.
- Conduct meetings.
- Lead others and to make decisions regarding Department management.
- Identify and resolve administrative problems.
- Work long and irregular hours and under pressure conditions.
- Delegate responsibility and achieve results through subordinates.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **EDUCATION AND TRAINING REQUIREMENTS**

### **1. Education and Experience Requirements:**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in Recreation Administration, Physical Education, or a closely related field.

Experience: Five (5) years of increasingly responsible experience in performing professional level recreation activities, preferably in programming, contract administration, and special event development, including two years of increasingly responsible experience in park and recreation management, one year of which has been in an administrative or supervisory capacity.

### **2. Certification & Licensing Requirements:**

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

## **WORKING CONDITIONS**

Work is performed in both a typical temperature controlled office environment subject to typical office noise and conditions, and in an outdoor field environment subject to hot and cold temperatures, inclement weather, and exposure to noise. Position requires working beyond normal business hours, attendance at

evening meetings and/or weekend work and the ability to travel. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

**Reviewed by:** 

**Date:** March 21, 2017

**Classified by:** 

**Date:** March 21, 2017

**Approved by:** 

**Date:** March 21, 2017