

Job Class Code: 5510	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to direct and coordinate the Recreation Division and supervise staff. The class is responsible for staff supervision, planning, programs, budgets, policy, training, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Supervises staff, including recruiting, selecting, training, assigning and evaluating work, counseling, disciplining, and terminating.
- Plans and organizes activities for the Division; identifies, addresses, and resolves issues with input from key personnel.
- Develops, presents, and defends budget requirements; oversees and approves expenditures; prepares financial forms and reports.
- Prepares, maintains, and monitors data, including budget and administrative information, to maintain fiscal accountability.
- Gathers and maintains information to support periodic and special reports documenting activities and events for the Division.
- Develops and implements policy and procedures for area of responsibility; interprets and enforces same.
- Identifies trends in the area of Parks and Recreation, and develops short and long term plans for the Division.
- Interacts with the public and other agencies in person and by telephone to resolve concerns and inquiries, and to discuss suggestions for change.
- Maintains record system for assigned area; processes daily paperwork including reports, memos, requisitions, and personnel information.
- Attends or conducts staff, committee, and other professional meetings to exchange information; attends professional seminars or conferences to improve professional skills.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
Mental Requirements	Performs professional level work requiring the application of scientific, engineering, accounting, legal, environmental, or managerial methods in the solution of technical, administrative environmental, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.
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EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in a turf management, maintenance or closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Requires CPR and First Aid certification. Certification in Supervisory Training preferred.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.