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| <b>Position Code: 5375</b>        | <b>FLSA Status: Exempt</b> |
| <b>Pay Basis: Salary (Annual)</b> | <b>EEO Category: 2</b>     |

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to, oversee, administer, develop, direct and coordinate active and passive recreational programming and operations, special events, activities and facility management for assigned area of responsibility. The class is responsible for staff supervision, training, and evaluation; development and monitoring budget, planning, reporting, program development, and policy enforcement in assigned area. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Supervises staff, including recruiting, interviewing, selecting, training, assigning and evaluating work, counseling, disciplining, and terminating.
- Plans, implements, and oversees active and passive recreational programming and operations; administers special events and activities in assigned program area.
- Develops and presents budget requirements; oversees and approves expenditures; prepares financial forms and reports.
- Oversees, recommends, monitors and enforces licensing procedures, requirements and policy for recreational programs.
- Develops and coordinates promotional and advertising materials using various forms of media for assigned programs.
- Interacts with the public and other agencies in person, by computer, social media, and by telephone, to resolve concerns, respond to inquiries, and convey information.
- Gathers and maintains information to support periodic and special reports. Documents activities and events for area of responsibility.
- Develops or assists with development and implementation of policies and procedures; interprets and enforces same.
- Maintains record system and inventory for assigned area; processes daily paperwork including memos, correspondence, requisitions, and personnel information.
- Oversees facility maintenance, repair, and construction activities, and monitors and maintains supplies and equipment.
- Attends or conducts staff and other professional meetings to exchange information; attends professional seminars or conferences to improve professional skills.
- Researches, develops, and coordinates active and passive recreation activities, programs, and special events; performs grant research at local, state, and federal levels.
- Reviews and negotiates contracts, oversees concession/novelty sales at various sites and approves reports, invoices, and payroll; authorizes and monitors rental requests for various facilities.
- Makes presentations to City organizations and groups to inform citizens of available programs, activities, and special events.
- Reviews and maintains safety standards for facilities, staff, programs and participants; documents and investigates allegations of misconduct relating to activities or programs.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

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| <b>Data Involvement</b> | Coordinates or determines time, place or sequence of operations or activities based on |
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|   | analysis of data or information and may implement and report on operations and activities which are broad in scope. Uses computer and associated software including spreadsheets.  |
| <b>Interpersonal/People Involvement</b> | Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.   |
| <b>Reasoning Requirements</b>           | Performs supervisory work involving policy and guidelines, solving both people and work related problems.  |
| <b>Mathematical Requirements</b>        | Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages; may use cash register and credit card machines; may use descriptive statistics.   |
| <b>Language Requirements</b>            | Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.   |
| <b>Mental Requirements</b>              | Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure. |
| <b>Decisions/Supervisory Control</b>    | 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.  |

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

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| <b>Vocational/Educational Requirement</b>  | Requires any combination of education and experience equivalent to a bachelor's degree in physical education, sports/recreation administration, outdoor recreation or a related field.  |
| <b>Experience</b>                          | This class requires a minimum of two years of directly related full-time equivalent experience in the field, to include at least one year of supervisor level responsibilities.   |
| <b>Special Certifications and Licenses</b> | Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. CPR and First Aid certification are preferred, must be obtained within 6 months of employment and renewed every 2 years. *Requirements determined by area assigned. |
| <b>Special Requirements</b>                | 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. Emergency operations support work and work locations may be outside of normal job duties.                        |

**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.*