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| <b>Job Class Code: 5330</b>       | <b>FLSA Status: Non-exempt</b> |
| <b>Pay Basis: Salary (Annual)</b> | <b>EEO Category: 5</b>         |

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff and/or plan, develop, schedule, and assist with recreational activities. The class is responsible for staff supervision and/or program development and monitoring, training, equipment and supplies, and reporting. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- Supervises staff, including interviewing, training, assigning and evaluating work, counseling, and disciplining; assists in hiring and supervising independent contractors.
- Plans, researches, develops, schedules, implements, and monitors City-wide revenue and non-revenue producing recreation and/or therapeutic programs, activities, and special events.
- Interacts with the public in person and by telephone to provide information, and handle requests, concerns, and complaints relating to the area of responsibility.
- Oversees and monitors expenditures for area of responsibility; provides fiscal data for preparation of the annual budget; prepares financial forms and reports.
- Reviews, recommends and enforces policy and procedures for area of responsibility.
- Conducts periodic inspections of assigned facilities to ensure compliance with safety standards; coordinates use of athletic facilities and fields.
- Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- Serves as mediator to resolve conflicts among citizens, coaches, players, parents, and school officials.
- Maintains record system for assigned area; processes daily paperwork including reports, requisitions, and personnel information.
- Conducts registrations for programs; records and deposits monies collected; recruits, trains, certifies, and supervises volunteers in appropriate classifications; conducts player drafts.
- Maintains equipment and supply inventory; places orders for new product periodically.
- Develops and determines marketing strategies to promote programs and special events; prepares informational publications for the general public.
- Attends or conducts staff, committee, and other professional meetings to exchange information; attends professional training classes or seminars to improve professional skills.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

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| <b>Data Involvement</b>                 | Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.  |
| <b>Interpersonal/People Involvement</b> | Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances. |
| <b>Reasoning Requirements</b>           | Performs coordinating work involving guidelines and rules but solves problems constantly.  |
| <b>Mathematical Requirements</b>        | Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.                                  |

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| <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> | Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, patrons, and others in the general public.   |

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

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| <b>Vocational/Educational Requirement</b>  | A bachelor's degree in recreation administration, business administration, or any equivalent combination of education and experience in recreation/sports management, physical education or a closely related field.   |
| <b>Experience</b>                          | In addition to satisfying the vocational/education standards, this class requires a minimum of one year of full-time equivalent experience.  |
| <b>Special Certifications and Licenses</b> | Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Requires CPR and First Aid certification within the first year of employment. Depending on position, specific certifications/designations may be required. |
| <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.   |

**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.*