

Job Class Code: 5320	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 5

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff, and oversee and assist with specialized recreational programs and activities. The class is responsible for staff supervision, activity/program planning, scheduling and monitoring, supplies and equipment, training, and reporting. The class works according to some procedures; decides how and when to do things under general supervision.

TYPICAL TASKS

- Supervises staff, including interviewing, training, assigning and evaluating work, counseling, and disciplining.
- Assists in the planning and scheduling of recreational activities, programs, field trips, and special events; supervises activities and program participants, ensuring compliance with center rules and regulations.
- 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 and submits deposits to the City Treasurer’s Office.
- Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- Maintains record system for assigned area; processes daily paperwork including reports, requisitions, and personnel information.
- Monitors and assists with maintenance of facility; submits work orders as needed.
- Performs public relations, creating flyers, memos, letters, and/or contracts for City-wide programs.
- Coordinates purchasing of supplies and equipment.
- Monitors and supervises USDA Summer Food Lunch Program; issues recreation identification cards.
- Performs routine office tasks such as typing, filing, telephoning, faxing, and photocopying.
- Attends or conducts staff meetings to exchange information.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; uses a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, patrons, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in physical education or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of one year 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 within the first year of employment.
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. 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.

Revised 07/24/2020