



City of Irving Job Description

Recreation Center Supervisor

FLSA Status:	EXEMPT	Job Department:	Parks & Recreation
Job Code:	P401	Reports To (Job Title):	Recreation Services Manager

PURPOSE

To manage, administer, promote, coordinate, and monitor recreational programs and program budgets, as well as supervise recreation center staff and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Supervise recreation center staff, contract instructors, volunteers and community service workers.
- Organize and direct comprehensive recreation programs, including preparing program schedules.
- Monitor program compliance with laws, rules and regulations related to provision of recreation and related services.
- Oversee all revenue transactions, including accounts payable and receivables, managing account ledgers and processing purchase order requests.
- Participate in equipment and service bid selection and implementation.
- Prepare various local, state, and federal reports and maintains spreadsheets and logs.
- Operate and maintain recreation facility and surrounding property.
- Monitor and inspect facilities for safety and provides recommendation for repairs and improvements.
- Solicit community involvement in recreation programs and activities through meetings with community and educational groups.
- Develop, administer, and monitor facility budgets and assists in developing department budget.
- Depending on recreation center location, serve as Office on Aging and provides various services to senior citizens, including benefits counseling, nutritional services, and health screenings.
- Administer, train and coordinate the recreation center Advisory Council. Presents information to boards and groups as needed.
- Coordinate with school officials and community groups regarding program offerings and use of services and facilities.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Assist with information and partnerships regarding the use of the recreation center for outside groups / rentals.
- Answer questions and provide information to the public about recreation center programs and activities.
- Attend and take training courses as required and needed to keep current with city policies, procedures, and trends in recreational programming.
- Assist department as needed with major special events and programs.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 10 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Administers and monitors annual facility budget of up to \$200,000.

Monitors projected and actual facility revenues, overseeing all revenue transactions including accounts payable and receivable, managing and monitoring all accounts. Also, participates in equipment and service research and bid selection and implementation.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation or a closely related field.

EXPERIENCE

- At least three (3) years of related experience, including one (1) year of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- CPR certification.
- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.

KNOWLEDGE OF

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Budget Management: Developing plans & budgets; comparing them against actual activity.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- First Aid: Principles, processes, and techniques of diagnosing and rendering aid.

SKILLS AND ABILITIES IN

- **Complex Problem Solving:** Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- **Program Assessment:** Evaluating current / potential programs for effectiveness & efficiency.
- **Time Management:** Managing time wisely to complete assignments on time.
- **Problem Analysis:** Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- **Maintaining Current Knowledge:** Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations: maintaining current knowledge.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

This employee coordinates with school officials and community groups regarding program offerings and partnership opportunities. S/he Interacts with residents and customers regarding recreation center use and rentals and parents, and presents information Advisory Council members and to boards and civic groups as needed.

EQUIPMENT AND PROPERTY

Office Machines: computer, laptop, copier, fax, scanner, laminating machine, sound system, PA system and moveable wall divider. Also, the employee operates City vehicles, including a 15-passenger van.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen, stand, talk, walk, and/or see. S/he frequently is required to balance, carry, drive a vehicle, grasp, handle, feel, and/or sit. Occasionally, s/he is required to climb, kneel, lift up to 50 pounds, push, pull, and/or reach.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to outside weather conditions. This job requires her/him to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.