



## City of Irving Job Description

### Community Programs Supervisor

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Parks & Recreation
<b>Job Code:</b>	30181	<b>Reports To (Job Title):</b>	Recreation Services Manager

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#### **PURPOSE**

This position manages, administers, promotes, coordinates and monitors recreational community programs at multiple facilities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Supervise recreation center staff at multiple recreation facilities.
- Organize and direct special events and 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 maintain spreadsheets and logs.
- Operates and maintains recreation facilities and surrounding property.
- Monitor and inspect facilities for safety and provide recommendation for repairs & improvements.
- Solicit community involvement in recreation programs and activities through meetings with community and educational groups.
- Develop, administer, and monitor multiple facility budgets and assist in developing departmental budget.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Coordinate with school officials and community groups regarding program offerings and use of services and facilities.
- Answer questions and provide the public with information regarding recreation center programs and activities.

#### **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 25 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Oversees all revenue transactions, including accounts payable and receivables, managing account ledgers and processing purchase order requests. Develops, administers and monitors multiple facility budgets and assists in developing department budget.

## **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, with one (1) year of supervisory experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- PR 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.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Program Assessment: Evaluating current / potential programs for effectiveness & efficiency.

## **GUIDANCE RECEIVED**

### **General Standards**

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

## **CONTACTS**

Serve as a liaison for the City on various boards and community/civic organization.

## **EQUIPMENT AND PROPERTY**

Computers, vans & recreational equipment.

## **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 drive a vehicle, listen, stand, talk, walk, and/or see. Frequently, s/he is required to balance, carry, grasp, handle, feel, and/or sit. S/he occasionally is required to climb, kneel, lift up to 25 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 the employee 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.