

MAJOR FUNCTION

This is responsible professional, administrative and supervisory work in the development and coordination of specialized recreational activities. Work is performed under the general supervision of the Superintendent-Recreation, however, the employee must exercise considerable independent judgment and initiative in executing assignments. Work is reviewed through conferences, reports, and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, organizes, and supervises summer playgrounds. Prepares and monitors the budget for the unit. Requisitions equipment and supplies for playground and special event programs. Interviews, hires, trains, supervises and evaluates full-time, and seasonal part-time staff in conducting playground programs and special events. Serves as resource person in the area of special events, interpreting the program to the general public and to specialized groups. Assists with publicity for seasonal and year round programs and special events. Coordinates requests from outside organizations for event permitting and other park use. Arranges for equipment, facilities and supplies as needed for city-wide special events and activities. Performs administrative tasks associated with the special events and Playground Unit as needed. Performs related work as required.

Other Important Duties

Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the budget process and the principles and practices of office management. Considerable knowledge of the fundamentals of recreation, with emphasis in programming for playgrounds and special events. Considerable knowledge of types of facilities and materials required to execute special programs. Considerable knowledge of policies, procedures and practices of the department. Knowledge of trends in programming and facilities. Ability to plan, assign, coordinate, train and supervise employees. Ability to prepare reports and communicate effectively. Ability to use creativity and imagination in the development and supervision of special recreational programs. Ability to work effectively with different segments and age groups of the community and in the specialty areas. Skills in planning, organizing, implementing and evaluating special activities and programs. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree with major course work in recreation administration, physical education, event management, hospitality, public administration, or a related field and two years of professional experience that includes physical education, teaching, coaching, event planning, or other recreational areas; or an equivalent combination of training and experience.

Revised: 10-09-86
01-24-90
04-19-04*
08-17-05
11-02-09*