



TOWN OF SURFSIDE

PARKS AND RECREATION SUPERVISOR

DEPARTMENT: PARKS AND RECREATION

EXEMPT

GENERAL DESCRIPTION:

Under the general direction of the Parks and Recreation Director, performs responsible planning, organizing, supervising full and part time staff, management work directing recreation senior, adults and youth programs in facilities. These programs may include diverse programs for educational and recreational functions, and special events. Work includes developing or assisting in the development of programs and activities designed to address the leisure time needs of a broad spectrum of Town residents, once developed, ensures that the program or activity is properly funded and that it operates smoothly. Work is performed with considerable independence in judgment and decision-making within established policy. Work is reviewed through observation, conferences, reports and for results obtained.

ESSENTIAL JOB FUNCTIONS:

1. Acts as the Director's designee in his or her absence.
2. Exercises supervision and management over full time, part time, seasonal and contractual personnel.
3. In the absence of Aquatic Supervisor, oversees and addresses aquatic staff.
4. Monitors purchasing of Department supplies/services, and bi-weekly payroll.
5. Maintains scheduling at facilities operated by the Department.
6. Acts as a liaison between the Department and organizations and other Departments within the Town.
7. Obtains necessary funding for maintenance projects.
8. Hires, evaluates, orientates and trains staff.
9. Recommends staff for nominations such as employee of the quarter.
10. Enforces Town and Department policies and procedures.
11. Is the Administrator for Recreational Software.
12. Provides input in creating and maintaining a balanced budget.
13. Provides cost saving suggestions to minimize expenditures throughout the fiscal year.
14. Supervises the daily operations of Parks and Recreation facilities, ensuring compliance with policies, procedures, regulations and standards of quality and safety.
15. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the principles and practices of public recreation.
- Knowledge of the sociological and psychological needs of various groups participating in recreation activities.
- Knowledge of promotional and public relations techniques.
- Knowledge of modern management methods and practices.
- Ability to plan, assign, coordinate, direct and evaluate the work of subordinates.

- Ability to communicate clearly, orally and in writing.
- Ability to conduct and maintain effective public relations.
- Ability to establish and maintain effective working relationships with others.
- Computer proficiency skills.
- Skill in writing.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in recreation or related field; supplemented by four (4) years of supervisory experience in municipal recreation or parks administration.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Certified Parks and Recreation Profession preferred.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Sitting.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Works occasionally out of doors.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: 3/18/08; 4/24/08; 5/5/08; 4/10/12

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: _____ 