

**CITY OF GAHANNA, OHIO
CLASS SPECIFICATION**

CLASS TITLE: Recreation Supervisor
DEPARTMENT: Parks and Recreation
REPORTS TO: Recreation Superintendent

CLASS CODE: 22424
FLSA STATUS: E
DATE: 1/07 (rev 6/2014/14)

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Plans and supervises a variety of recreation programs and special events.

ESSENTIAL JOB FUNCTIONS:

Importance	Tasks	% of Time
1	Plans, organizes, schedules, administers, implements and supervises the recreation programs and events, program facility operations (such as which may include aquatics facilities, Municipal Golf Course, Gahanna Senior Center/TheCenter, and/or Ohio Herb Education Center, youth and adult programs and special events), including: and all field and part time staff who assist with these programs and facilities, schedules programs and events; outlines class structure, chooses site, determines number of participants, hires instructors; coordinates the use of school facilities registers participants; accounts for registration fees.	2060 55
2	Organizes, administers and supervises a variety of recreational activities, facility operations, and special events for all age groups; outlines class structure, chooses site, determines number of participants, hires instructors, coordinates the use of school facilities.	20
3	Plans, organizes, and directs numerous recreation programs, adult sports, and program facility operations, such as aquatics facilities, Municipal Golf Course, Ohio Herb Education Center	20
24 3	Carries out supervisory responsibility in accordance with policies, procedures and applicable laws, including: interviewing and training staff; planning, assigning and directing work; establishing deadlines; rewarding and disciplining employees; making pay recommendations; coordinating staff training; approving leave requests; and addressing complaints and resolving problems.	15
53 4	Develops short-range planning and needs assessment for the improvement of the public recreational programs offered and recommends changes as appropriate.	5
64 5	Seeks alternative funding for and works with co-sponsors and a variety of interest groups in planning and implementing recreation programs and special events; represents department on various boards and committees.	5
75 6	Ensures programs are properly advertised including preparing notices, ads, brochures, and announcements regarding recreation programs.	43
86 7	Maintains complex records and files; regularly prepares comprehensive reports on recreation program activities to include historical, current and projected data.	43
97 8	Assists in the formulation of the budget and monitors expenditures. Prepares purchase orders and purchases supplies and materials for the Recreation programs and activities.	43
108 9	Inspects sites to ensure safety and other city policies, rules and regulations are being followed.	32
9 10	Assist in staffing, supervising and maintaining desk, customer service and database operations.	2
101 11	Other duties as assigned.	2

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***Regular, predictable, and punctual attendance is required.

IMPORTANT JOB FUNCTIONS:

May serve as backup for other positions within the department.

Assists in overseeing the clerical staff.

Works with city departments to coordinate materials for the publication of the Gateway brochure and programming. Accounts for cost and revenue; seeks alternative funding for community related programs and events and general recreation programming.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer/tablet General office equipment ~~Pager and/or cellular phone~~ Motor Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Recreation ~~Management, Physical Education~~ or related field; and,

Minimum ~~of one to two~~ three to five years of experience in recreation operations, including a strong combination of aquatics, golf, community relations activities, planning and/or programming; experience in supervising programs and staff.

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

CPR Certification

First Aid Certification

Current and valid Ohio drivers license with an acceptable drivers abstract in order to meet criteria for insurability established by the City of Gahanna

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods involved in organizing, conducting, promoting and supervising recreation activities.

Modern management principles and practices.

Mathematics and accounting as it relates to creating and maintaining a departmental budget.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Planning, organizing, assigning, directing, and reviewing the work of staff.

Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, social agencies and the general public.

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While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; speak and hear; climb stairs; push, pull and/or lift up to 50 pounds occasionally.

Working Conditions:

Work is performed in a normal office environment and in the field exposing the employee to various outside atmospheric conditions.

The incumbent's working conditions are ~~typically moderately quiet~~ [varied in noise level and activity level](#).

Prepared by:	Date:
Approvals: Supervisor/Manager:	Date:
Director:	Date:
Human Resources:	Date:
I understand the above job description details my current job duties: _____	Date:
Employee Signature	

file: Recreation Supervisor

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.