

## City of Garland Job Description

HR Use Only

|                   |                                |                   |                                    |
|-------------------|--------------------------------|-------------------|------------------------------------|
| <b>Title</b>      | Recreation Services Supervisor | <b>Job Code</b>   | 128277                             |
| <b>Reports to</b> | Recreation Services Manager    | <b>Range</b>      | 264                                |
| <b>Department</b> | PRCAD                          | <b>FLSA</b>       | Exempt                             |
| <b>Date</b>       | January 11, 2022               | <b>Job Family</b> | <a href="#">Exempt Supervision</a> |

### Summary

Responsible for supervising the staff, activities and special events for a Garland Recreation center.

**Essential Duties and Responsibilities** *include the following. Other duties may be assigned.*

- 1) Select, train, and supervise full and part-time employees in the performance and completion of assigned duties.
- 2) Oversee or have budgetary responsibility for a recreation facility.
- 3) **Enforce City ordinances and policies to maintain a clean and safe environment for patrons.**
- 4) Oversee the coordination of recreation center classes, activities, and events including hiring instructors, monitoring contracts and paying expenses to vendors.
- 5) Prepare promotional materials and agenda items, such as marketing flyers and brochures, to promote the center and its programs for the community.
- 6) Develop and implement short and long range goals and plans of action for recreation centers.
- 7) Monitor and maintain recreation center revenues and expenditures.
- 8) Inspect facilities and request maintenance and repairs as needed.

### Minimum Qualifications

- ❖ Bachelors Degree
- ❖ 5 years experience in recreation services or related field
- ❖ 2 year experience in a lead or supervisory role

Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

### Preferred Qualifications

Education/ Experience:

- ❖ Bachelors Degree in Recreation Administration, Leisure Administration, Public Education or related field
- ❖ FEMA (Federal Emergency Management Agency) ICS (Incident Command System) courses taken preferred
- ❖ 5-7 years experience in recreation Parks and Recreation Management or related field
- ❖ 1-2 years of experience in a supervisory role

### Knowledge, Skills & Abilities:

- ❖ Extensive knowledge of recreation programming and activities
- ❖ Considerable knowledge of marketing methods and strategies
- ❖ Skill in basic computer operations and software including MS Office and registration/reservation applications
- ❖ Skill in preparing facility and program budgets including expense and revenue projections
- ❖ Skill in preparing surveys and other data gathering methods
- ❖ Ability to develop and achieve facility and staff goals
- ❖ Ability to enforce recreation center rules and procedures
- ❖ Ability to assess needs of recreation center service areas and plan appropriate programming

## **Licenses and Certifications**

- ❖ Valid Class C Texas driver's license
- ❖ CPR, AED (Automated External Defibrillator) and First Aide Certifications or the ability to obtain within 6 months of hire
- ❖ City of Garland Defensive Driving Certification within 6 months of hire

## **Job Competencies**

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|--|---|
| Models Organization Values               | Demonstrates concern for and readiness to serve external and internal customers in a manner that consistently exhibits the City of Garland's mission and values; projects the City's mission and values in interactions with employees, citizens, and in carrying out responsibilities. Takes responsibility for own and subordinates' performance by setting clear goals and expectations that align with the City's vision and values; tracks, develops, recognizes and rewards performance that reflects Garland values and commitment to service. |
| Customer Focus/Results Focus             | Builds customer confidence (internal and external customer) and is committed to increasing customer satisfaction; sets achievable customer expectations; assumes responsibility for solving customer problems; ensures commitments to customers are met, solicits opinions and ideas from customers, responds to customer requests consistently and in a timely manner  |
| Communication                            | Communicates effectively both orally and in writing; expresses oneself clearly in conversations and interactions with others; expresses self clearly in business writing; creates accurate reports; plans and delivers oral and written communications effectively to intended audiences; shares information and ideas with others; demonstrates good listening skills.   |
| Adaptability/Flexibility/Decision Making | Adapts to change, is open to new ideas, takes on new responsibilities; willingness to modify one's preferred way of doing things; functions effectively when under pressure; adjusts plans to meet changing needs and circumstances.  |
| Managing Projects/Managing People        | Focuses on the desired result of own or team's work; sets challenging goals, focuses effort on the goals to meet or exceed them; prioritizes tasks and overcomes obstacles; accepts accountability for project by establishing project goals, milestones, procedures and defines roles and responsibilities; sets team standards and objectives ; acquires project resources and monitors progress; provides leadership/motivation.   |

## **Physical Requirements / Work Environment**

*The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The incumbent works in a typical office environment; relatively free from unpleasant environmental conditions or hazards. Occasional outside work required for various events. Some bending/lifting is required as part of daily routines. Required to perform duties of other staff, such as building attendants; this would require using chemicals and safety equipment.