



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: RECREATION SUPERVISOR

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 2500

PAY RANGE CODE: [15.1 MC](#) REVISION DATE: 1/26/17

NATURE OF WORK:

This is supervisory and administrative work directing the operation of a section, unit or recreation specialty of the City Recreation Program. Work involves responsibility for planning, organizing, staffing, and implementing recreational activities in an assigned area or specialty in order to provide leisure time activities for the general public. Work includes extensive public contact and immediate supervision of subordinate recreational employees and recreational service contractors.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Directs and participates in the planning, organization, implementation, and instruction of various recreational programs and activities for an assigned location or recreational specialty; directs the operation of community pools, ice facilities, tennis or recreation centers; plans and schedules programs and classes.

Collects all facility fees and maintains accurate financial records.

Maintains records and prepares reports for the operation of the assigned units, facilities, or programs.

Interviews, selects, trains, assigns, schedules, and evaluates the work of subordinate staff and volunteers engaged in providing recreational activities.

Plans, organizes, and schedules annual special events, tournaments, or activities for special interest groups and the general public.

Inspects assigned recreation facilities to ensure cleanliness, proper operation, and absence of health or safety hazards.

Promotes and publicizes programs and activities.

Administers contracts for recreational services such as craft instruction, martial arts classes, dance, music, and arts instruction, and other services; solicits contracts for services, reviews

contractors' credentials, establishes service schedule and criteria, and reviews contractor performance.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the philosophy, principles, and practices of public recreation.

Knowledge of group and individual recreation activities relevant to the assigned facilities and programs.

Knowledge of competitive sports and their rules and organization for sports relevant to the assigned facilities and programs.

Knowledge of equipment associated with the recreational activities relevant to the assigned facilities and programs.

Knowledge of hobbies and leisure activities.

Knowledge of first aid, cardiopulmonary resuscitation, seizure control, life-saving techniques, and medications.

Knowledge of safety rules and precautions related to recreation and leisure activities.

Ability to learn and adapt to advances in computer, mobile, and electronic device technology and software.

Ability to communicate and teach recreational programs for all age groups.

Ability to communicate effectively with staff and citizens in a clear and concise manner.

Ability to accurately maintain basic financial records and reports.

Ability to plan, organize, and supervise the work of recreation staff engaged in varied recreational activities.

Ability to inspect facilities or swimming pools for cleanliness and proper operation.

Ability to solicit, review, and administer contracts for recreational services.

Ability to promote and publicize recreational programs and activities.

Ability to understand written or oral instructions.

Ability to operate equipment assigned to the particular recreational activity.

Ability to establish and maintain effective working relationships with fellow employees, and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand, walk and sit from 51 to 75% of the time and climb, reach, balance, bend, stoop, squat, kneel, crouch, push and pull up to 25% of the time.

Ability to use up to fifty (50) pounds of force up to 15% of the time, up to twenty (20) pounds of force from 16 to 33% of the time, and up to ten (10) pounds of force from 34 to 66% of the time to move and transport objects.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

AND

One (1) year of responsible experience in conducting organized recreational activities

SPECIAL QUALIFICATIONS

Must be available to work a flexible hours, evenings, weekends, and holidays.

Must possess a valid motor vehicle operator's license.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in a City community center or related facility. Some activities may be performed outdoors, where incumbents are exposed to varying temperatures, but seldom in inclement weather. Conditions may necessitate working in and around water and walking on ice surfaces.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Recreational and Sports Equipment
Pottery Wheel

Climbing Wall
Show Mobile Unit

Kiln
Computer

Printer
Telephone
Security System

Copier
Facsimile Machine
Scanner

Calculator

Previous Revision Date(s): 11/19/92
11/30/00
11/29/12