

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Parks and Recreation Supervisor
DEPARTMENT: Parks and Recreation
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs supervisor level work in support of the Parks and Recreation department. Monitors job tasks to ensure that assignments are completed in accordance with departmental procedure and that accurate records are maintained to reflect work performed. Position typically supervises a small to mid-size team of employees and typically schedules day-to-day work activities to provide for optimum efficiency and productivity. Position requires a complete understanding and wide application of principles, theories, and concepts in assigned function or business area.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises staff including but not limited to: Recreation Programmers (FT), Recreation Attendants (PT), Customer Service Representatives (FT), Facilities Attendants (PT/FT), Recreation Interns and fitness staff when needed.
- Evaluates employee performance and makes recommendations for disciplinary action as required; Coaches and mentors staff.
- Conducts job interviews for open positions and promotional opportunities; recommends selections for hire. Completes the hiring process procedures.
- Creates staff schedules, approves/disapproves leave, flex time and overtime requests.
- Responsible for the direction, planning, implementation, and promotion of City-wide, recreational, athletic and/or fitness programs. Reviews and approves parks and recreation program proposals; implements approved programs. Assist with special events held at parks and facilities.
- Oversees the operational activities and ensures effective delivery of quality recreational, athletic and/or fitness programs for the community.
- Assigns tasks and projects. Reviews work and assists staff with prioritization and completion of assignments. Provides opportunities for growth through work assignments and training. Assists with organizing in-house and external training opportunities for staff.
- Reviews all purchase requests prior to being submitted to Superintendent for accuracy and ensures purchase will be within budgetary limits. May prepare proposals, budgets and reports.

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- Reviews and approves schedules for parks and recreation facilities, athletic field reservations and room reservations.
- Communicates and interacts with the athletic leagues, referee services, recreational and travel program representatives, contractual fitness services, and special activity instructors.
- Inspects playgrounds, fields, buildings, and areas within the City parks to ensure proper working conditions. Inputs work orders. Coordinates and directs staff to complete daily maintenance rounds.
- Responds to issues which may need resolution when assigned to Call-Out during afterhours and weekend periods involving programs, rentals, personnel matters, special events, etc.
- Possesses proficient written and oral communication skills.
- Parks and Recreation Supervisor position is considered an Emergency Personnel Category "B". Supervisor must report to work immediately following the emergency when clearance is received.
- Performs other related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in business administration, recreation/physical education, leisure services or related field; supplemented by four (4) or more years' experience in the planning and implementation of recreation, athletic, fitness and parks programs, and supervision and evaluation of staff and facilities; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida driver license, Class E, and cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certifications. Fitness certification, therapeutic recreation certification, and playground safety certification are preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of parks and recreations programs and practices
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to multi-task, assign, and prioritize assignments within the department
- Ability to analyze and define and resolve problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to assign projects, manage workload, and supervise effectively
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to work with and alongside staff as needed.
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work

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- Ability to regularly attend work and arrive punctually for designated work schedule including evenings, weekends, and holidays

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying (up to 50 pounds), and pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date