

## League City, Texas Job Description

<b>Classification Title</b>	Recreation Supervisor - Aquatics
<b>Job Code</b>	PR50
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	108

### GENERAL SUMMARY

Performs a variety of complex professional and administrative work in planning, developing, scheduling, directing and implementing a comprehensive year-round, city-wide park and recreation aquatic program. General supervision provided by the Assistant Director of Parks and Cultural Services.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Administers programs and processes and makes decisions in accordance with established rules and regulations, policies and procedures and guidelines; participates in the development of department/division rules, policies and procedures, goals and objectives, and priorities.
- Maintains records and prepares reports of work activities; collects data to coordinate program activities with other Parks and Recreation department programs; oversees and inspects work of private contractors.
- Assists in the preparation of the department budget; prepares and submits budget for assigned division and program areas; monitors budget expenditures; prepares cost estimates for maintenance, repair, and program activities.
- Prepares special reports for the Assistant Director regarding needs and effectiveness of services in assigned areas.
- Oversees the day-to-day aquatic operations, including usage, rental, special events, city usage and community programming of park facilities.
- Oversees rental and registration activities and ensures accurate record keeping for program receipts.
- Supervises recreation staff and volunteers, including training staff, determining workloads and schedules, implementing and interpreting policies and procedures, effectively evaluating staff and making hiring and disciplinary recommendations.
- Provides support and assistance in other programming areas such as athletics, special events, and youth programs.
- Performs all other related duties as assigned.

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### **SUPERVISORY/BUDGET RESPONSIBILITIES:**

Supervises Recreation full-time, part-time, seasonal, and contract employees, and volunteers. Conducts supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **MINIMUM QUALIFICATIONS**

#### **Required:**

- Bachelor's degree is required. Bachelor's degree in Parks and Recreation or related field is preferred.
- Three years of experience in aquatics required.
- *Any combination of education, training, and experience, which provide the requisite knowledge, skills and abilities needed for this position, may be substituted or evaluated at the discretion of the City.*

#### **Required Licenses or Certifications:**

- Valid Texas Driver's License.

### **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

#### **Knowledge of:**

- Knowledge of the principles and practices of modern parks and recreation programs.
- Knowledge of equipment and facilities required in a comprehensive park recreation program. Knowledge of the principles, practices, and methods of recreation management and park facilities.
- Knowledge of community recreation needs and resources.
- Knowledge of the principles and practices of office management, work organization, and supervision.

#### **Skill in:**

- Skills in various computer software programs.
- Skills in developing and implementing program enhancements and corrections.

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- Skill in applying supervisory practices and performing lead responsibilities over others.

### Ability to:

- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, supervisors, public/private agencies, and citizens.
- Ability to effectively communicate, both orally and in writing.
- Ability to work flexible hours including evenings and weekends.

### WORK ENVIRONMENT/CONDITIONS

*The work environment and exposures 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.*

Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are hostile or irate		x	
Individuals with known violent backgrounds	x		
Extreme cold ( <i>below 32 degrees</i> )	x		
Extreme heat ( <i>above 100 degrees</i> )		x	
Communicable diseases	x		
Moving mechanical parts		x	
Fumes or airborne particles	x		
Toxic or caustic chemicals, substances or waste	x		
Loud noises ( <i>85+ decibels</i> )		x	

### PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Tasks involve the ability to exert light to medium physical effort lifting up to 50 lbs. The position requires constant walking. Some tasks frequently involve sitting, carrying, crouching, foot controls, vision, pushing/pulling and balancing. Occasionally fine dexterity, reaching, handling, and climbing is required.

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