

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECREATION CENTER DIRECTOR I - 1873

DEFINITION:

Under direction, to plan, organize, and supervise a limited range of recreation activities and programs at a small recreation or athletic facility; to provide direct program leadership; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Initiates, develops, implements, supervises, and directs a limited range of recreation activities to meet neighborhood interests and needs;
- Provides face-to-face program leadership in athletic, arts and crafts, tiny tots, social, cultural, senior citizens', and other activities;
- Administers contractual recreation programs;
- Plans, organizes, and supervises special recreation events;
- Provides information to the public and community groups and organizations on programs and activities;
- Administers contractual agreements for recreation programs;
- Prepares material for publicizing recreation activities;
- Prepares program submittals and evaluations;
- Coordinates with and attends meetings of recreation councils;
- Ensures the proper maintenance and security of the facility;
- Investigates and resolves citizen complaints and City Council concerns;
- Prepares a variety of reports;
- Prepares budget estimates for programs and events and monitors expenditures and responsible for administering the bookkeeping system;
- Supervises a small subprofessional staff and plans work schedules, makes work assignments, provides training, deals with disciplinary problems, and evaluates and rates their work performance.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree in Recreation, Physical Education, or a related field, **OR** a Bachelor's degree in any other field or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter); **AND** six months of full-time professional recreation experience at a community center, playground, or recreation facility which must include planning, directing, and implementing a variety of recreation programs and special events.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**