

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SUPERVISING RECREATION SPECIALIST - 1931**

**DEFINITION:**

Under direction, to supervise one or more specialized, City-wide recreation programs through subordinate Recreation Specialists; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Coordinates the work of, and provides overall supervision to, subordinate staff engaged in planning, developing, and administering City-wide specialized recreation programs and activities;
- Determines priorities and establishes policies, standards, and operating procedures for specialized programs;
- Reviews program submittals, evaluations, and other reports of subordinates;
- Serves as a staff representative to official boards, committees, and other bodies and coordinates their activities as appropriate;
- Meets with a variety of recreation associations, clubs, and special interest groups to provide advice and assistance, to receive input and suggestions, and to explain City policies and regulations;
- Plans, organizes, evaluates, and supervises community events, special concerts, performances, contests, tournaments, and other activities;
- Publicizes programs and activities;
- Assists with raising funds;
- Provides information to the public;
- Prepares annual budgetary estimates and recommendations, and monitors budget expenditures;
- Assigns, trains, and evaluates subordinates;
- Prepares reports.

**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>.

\* **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.

Bachelor's Degree in Recreation or a closely related field, **AND** two years of full-time professional-level recreation experience which must include planning, directing, and implementing recreation programs and supervising subordinates at a recreation facility, community center, swimming pool, and/or any other recreation service program. Qualifying supervisory experience must include the full range of supervisory duties which includes scheduling assignments and reviewing work performed, employee selection, reviewing/approving time cards, writing and giving performance evaluations, training, disciplining employees, and recommending commendations; **OR** Bachelor's Degree in any other field or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **AND** three years of full-time professional-level recreation experience which must include planning, directing, and implementing recreation programs and supervising subordinates at a recreation facility, community center, swimming pool, and/or any other recreation service program. Qualifying supervisory experience must include the full range of supervisory duties which includes scheduling assignments and reviewing work performed, employee selection, reviewing/approving time cards, writing and giving performance evaluations, training, disciplining employees, and recommending commendations.