

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECREATION CENTER DIRECTOR II - 1796

DEFINITION:

Under direction, to plan, organize, and supervise recreation activities and programs at a medium-sized recreation center; to plan, organize, and supervise a complex and varied recreation program at a small recreation center requiring very difficult and sensitive community liaison work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Initiates, develops, implements, and directs a variety of recreation activities to meet community interests and needs;
- Develops, plans, organizes, and supervises recreation activities;
- Provides information to the public on programs and activities;
- Prepares material for publicity of programs;
- Administers contractual recreation programs and activities;
- Prepares program submittals and evaluations;
- Assists in organizing and supervising district leagues, programs, and special events;
- Liaisons and meets with recreation councils, community groups, business organizations, and other bodies on recreation activities and programs;
- Supervises a subordinate subprofessional staff and plans work schedules, makes work assignments, provides training, deals with disciplinary problems, and evaluates and rates their work performance;
- Administers contractual agreements for recreation programs;
- Prepares a variety of reports;
- Supervises and monitors contract staff activities;
- Investigates and resolves citizen complaints and City Council concerns;
- Schedules use of the facility, issues use permits, and applies fee schedules;
- Prepares budget estimates for programs and events and monitors expenditures, and is responsible for administering the bookkeeping system;
- Ensures the appropriate maintenance and security of the facility.

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 closely related field, **AND** six months of full-time professional recreation experience at a community center, playground,

- * **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.

or recreation facility which must include planning, directing, and implementing a variety of recreation programs and special events; **OR** a Bachelor's Degree in any other field or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter), **AND** one year of full-time professional recreation experience as described above. Possession of a valid California Class C Driver's License.