

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSISTANT RECREATION CENTER DIRECTOR

DEFINITION:

Under general supervision, to serve as the assistant director of a medium or large-sized recreation center; to plan, develop and implement large and complex special events and recreational activities; and to perform related work.

* EXAMPLES OF DUTIES:

- Leads and assists in the training and supervision of subordinate recreation staff, volunteers and contract staff;
- Schedules and assigns work;
- Plans, organizes and directs large and complex special events and activities;
- Assists in administering the work of contract staff;
- Assists in liaison with recreation councils, community groups and recreation-oriented organizations;
- Provides input on the budget and other administrative matters;
- Maintains records of fees collected, disbursements and other financial transactions;
- Prepares simple reports;
- Provides input on the performance of subordinate recreation staff;
- Supervises the use and maintenance of a recreation facility in the absence of the Center Director.

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 Announcement for updated minimum qualifications.

Two years of recreation leadership experience (3600 hours), which must include planning, organizing and conducting and/or supervising recreation programs at a recreation center or other recreation facility; **OR** completion of 60 college semester units, including 30 semester or 45 quarters units of college level coursework in recreation, physical education or a related field **OR** an equivalent combination of education and experience that equals two years. (One semester unit equals 60 hours of work experience, one quarter unit equal 40 hours of work experience.)

- * **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.