

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

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;
- Plans, organizes, and supervises special recreation events;
- 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 and 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;
- Prepares a variety of reports;
- Supervises and monitors contract staff activities;
- Schedules use of the facility, issues use permits and applies fee schedules;
- 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 Announcement for updated minimum qualifications.

A Bachelor's degree in Recreation or a related field, **AND** six months of 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; **OR** a Bachelor's degree in any other field or equivalent education (i.e., minimum completed equal to 120 semester/180 quarter), **AND** one year of professional recreation experience as described above. Additional qualifying recreation experience may be substituted for the required education on a year-for-year basis.

- * **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.