

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECREATION SPECIALIST - 1797

DEFINITION:

Under direction, to plan, organize, and administer specialized recreation programs and activities on a City-wide basis; to provide direct program instruction; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, develops, and implements City-wide instruction and recreation programs in one or more of the following specialties: dance, music, drama, arts and crafts, athletics, physical fitness, swimming, sailing, handicapped, senior citizens, or similar recreation activities; publicizes programs and activities;
- Answers inquiries from the public;
- Maintains liaison with and provides staff support, advice, and assistance to recreation associations, groups, and clubs;
- Makes presentations to City and non-City organizations;
- Prepares program submittals and evaluations;
- Determines the type, content, and number of instructional classes to be offered in terms of City needs, interests, and budgetary limitations;
- Conducts skill tests of participants and determines their placement in classes;
- Establishes standards of instruction and acceptable levels of accomplishment by participants;
- Plans, organizes, supervises, and makes arrangements for special events, such as recitals, performances, shows, contests, and tournaments;
- Prepares budget estimates for programs, activities, and events;
- Provides direct program leadership as necessary;
- Assigns, trains, and evaluates the work of subordinates, interns, volunteers, and contract personnel;
- Develops and participates in recruitment and volunteer efforts to increase participation opportunities and staffing for recreation programming;
- Performs a wide variety of administrative tasks related to programs such as preparing reports, supervising the collection and deposit of fees, monitoring trust funds, and maintaining records.

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.**

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter); **AND** one year of full-time experience developing, planning, and implementing recreation programs.