

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SUPERVISING THERAPEUTIC RECREATION SPECIALIST - 1187**

**DEFINITION:**

Under direction, to supervise and oversee one or more specialized, Citywide recreation programs and activities designed to meet the recreation, leisure, and sporting needs of persons with disabilities through subordinate Therapeutic Recreation Specialists; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Coordinates the work of, and provides overall supervision and instruction to, subordinate staff engaged in planning, developing, and administering Citywide specialized therapeutic recreation programs and activities;
- Develops therapeutic goals and objectives for programs; develops and conducts assessments of participants to include determining placement in programs and keeping assessment tools updated, accurate, and appropriate for disability populations;
- Develops goals and activities for disability groups and monitors and evaluates programs;
- Determines priorities and establishes policies, standards and operating procedures for programs;
- Reviews program submittals, evaluations, recommendations, and other reports of subordinates;
- Provides inclusion services for recreation activities to meet the needs of persons with disabilities;
- Serves as a liaison to official boards, committees, and other bodies to facilitate inclusion of persons with disabilities into recreation programs throughout the City; provides consultation and training on ADA issues;
- Meets with a variety of recreation associations, clubs, and special interest groups to provide advice and assistance, to receive input and suggestions, to explain City policies and regulations, and to determine the needs of the community;
- Plans, organizes, supervises and co-sponsors events, special concerts, performances, contests, tournaments, and other activities; solicits donations/grants; coordinates the securing of permits;
- Publicizes programs and activities;
- Provides information to the public and responds to difficult and sensitive matters and determines resolution;
- Makes presentations to community groups, service clubs, schools, and other organizations; represents the department at public relations events;
- Prepares annual budgetary estimates and recommendations, and monitors budget expenditures and inventory/supply;
- Solicits vendor quotes; submits requisitions to create purchase orders and approve invoices; tracks procurement purchases;

\* **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.

- Supervises, trains, and evaluates subordinate staff to include interns and volunteers; trains staff on how to work with persons with disabilities;
- Provides services to all patrons who attend any recreational activity at the City's recreation centers;
- Prepares reports and program documentation.

**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, Therapeutic Recreation, or a closely related field such as Special Education, Psychology, Adaptive Physical Education, Physical Education, Medical/Nursing, or Rehabilitation which includes course work in Recreation and/or Therapeutic Recreation, **AND** two years of full-time recreation experience leading a variety of recreation activities for persons with disabilities including physical and developmental disabilities, **AND** one year of supervisory experience; **OR** college graduation with a Bachelor's degree or equivalent education (i.e., minimum completed units=120 semester/180 quarter) in any other major, **AND** three years of full-time experience in recreation administration which includes two years of full-time experience leading a variety of recreation activities for persons with disabilities including physical and developmental disabilities, **AND** one year of supervisory experience. Possession of a valid California Class C Driver License may be required.