

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: RECREATION SUPERVISOR (Job Code 739).**

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#### **GENERAL STATEMENT OF JOB**

Under the direction of the Department director, in accordance with and pursuant to applicable departmental and City policies/procedures: plans, recommends, organizes, implements, directs, and monitors all departmental programs, events and activities; performs mid-level management duties in the areas of: personnel, departmental administrative operations, programming, facility use, facility maintenance, customer service, public information, public relations, and departmental budgeting, makes recommendations for all personnel related matters and finance with respect to both on-going programming operations; and performs comprehensive emergency response duties before, during, and after an emergency occurrence.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Evaluates total program content and development common to a modern municipal parks and recreation operation by utilizing all modern business resources (including surveys, monitoring trends, communicating with fellow professionals and fellow City personnel, and public input), and subsequently prepares and submits written proposals/recommendations to the Department Head.

Plans, organizes, implements, supervises and directs all facets of seasonal, traditional and special activities/programs/events sponsored in whole or in part by the department.

Creates, prepares, distributes and disseminates news releases, flyers, web site information, brochures, and other public information materials that effectively and accurately convey the intended announcement.

Prepares and maintains accurate, concise, and comprehensive reports, logs, files, surveys and records for all components common to the departmental operations including but not limited to: activity/program/event planning, participant attendance, personnel matters as directed by the Department Head, surveys, revenue, expenditures, facility rental and usage, public information announcements/advertising, post-activity/program/event evaluations, inventory control, and vendor listings.

Receives and processes requests for facility rentals and reservations in a manner that does not create a conflict with another such request by referring to the rental/reservation calendar log, conferring with fellow staff members, reviewing current rental and reservation form files, and reviewing each completed rental/reservation form for accuracy before issuing a confirmation of the requested date/time/location.

Works shifts that will vary in length/duration and also by day, date, starting/ending time, and schedule in order to accomplish assigned tasks, duties and responsibilities.

Performs general and occasionally specific custodial duties including but not limited to event set-up/break-down; sweeping/mopping floors; emptying trash; litter/debris pick-up; clean-up/wipe away food and beverage spills; general office/building housekeeping tasks; and general indoor/outdoor maintenance tasks.

Performs all facets of office and clerical support operations common to a modern municipal parks and recreation operation, including but not limited to properly utilizing modern office equipment; filing; preparing correspondence for the Department Head; and demonstrating superior competency in the use of a PC, its accessory equipment and related program software.

Answers all nature of inquiries that are made via whatever source regarding the functions/operations of parks and recreation department in particular and the City in general, by addressing the inquiry directly and then by referring individuals to the appropriate resource when otherwise applicable.

Monitors departmental equipment, accessories, and machines for proper operating condition, and ensures the expedient repair/replacement of same by initiating the appropriate action(s) and closely following the resulting process through to its resolution.

Assists with all facets of recruiting, interviewing, recommending for hire subordinate personnel in accordance with departmental and City procedures.

Assists with all facets of recruiting and placing volunteers in accordance with departmental and City procedures.

Trains, guides, directs, supervises, and evaluates subordinate personnel and volunteers in all aspects of their respective assignments.

Evaluates staffing needs, and subsequently prepares and submits to the Department Head recommendations for staffing needs to ensure effective operations of planned and/or anticipated activities, events, and programs.

Performs any assigned emergency response task(s) for any other City department or division as the need arises before, during, and after an emergency occurrence.

Performs the financial duties and responsibilities common to a modern municipal parks and recreation operation pursuant to and in accordance with departmental and City procedures.

Monitors for and verifies the accuracy of rental, concession, vendor, class fee, and any other revenues received by the department by reviewing and rectifying activity and revenue log sheets and other pertinent data, conducting on-site inspections, verbally communicating with the user/vendor/service provider and with fellow staff members regarding the attendance at and/or the use of the respective City facility.

Operates their personal vehicle- or a City vehicle when so assigned- to accomplish designated tasks.

Performs any departmental divisional work as the need arises as a result of any cause, i.e., short staffing, special circumstances or project, competing priorities, emergency response staffing, etc.

Makes recommendations for employee hiring, and disciplinary actions.

Oversees employees job performance, provides recommendations for employee improvement.

Evaluates performance of employees

Develops and maintains best practices, based on industry standards, for the completion of routine tasks.

Performs assigned duties in any other City department or division.

Performs Emergency Response duties as assigned.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in the field of either Recreation, Leisure Services, Education, or very closely related area; the required degree shall be supplemented by either a minimum of two (2) years of full-time work experience in the specific area of recreation, event or athletic programming; one of which shall be in supervisory capacity or by three (3) years of full time work experience in the specific area of recreation, event, or athletic programming, or by a combined total of four (4) years of full- and part-time work experience in the specific area of recreation, event or athletic programming, one year of which shall be in a lead/supervisory capacity, or by two (2) years' experience as a salaried teacher; possess and maintain a valid State of Florida driver's license.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, bending, stooping, reaching and lifting of odd-shaped objects weighing less than 50 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information, including giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to apply principles of influence; requires the ability to draw valid conclusions in task analyzing, processing and prioritization.

Verbal Aptitude: Shall communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; perform basic algebraic and geometric functions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various informational documents/materials/plans/other printed resources.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions; the ability to deal with variety of non-City employees in both giving and receiving information and subsequent responses/instructions; must be able to perform under stress of frequent deadlines, inclement weather, competing priorities, and emergency response conditions. Must be

able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions. i.e. dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the applicable principles and practices of effective public relations, public information, and event advertising/promotion and consistently demonstrate the ability to effectively apply that knowledge when performing and completing assigned tasks.

Knowledge of safety practices and procedures pertinent to recreational and athletic programs and consistently demonstrate the ability to effectively apply that knowledge in when performing and completing assigned tasks.

Knowledge of a wide range of recreational and athletic activities/programs/events and of the related facilities and equipment commonly utilized to conduct same and demonstrate the ability to effectively apply that knowledge when performing and completing assigned tasks.

Ability to provide forthcoming, effective, and informative customer service in a cordial and personable manner, utilizing initiative and intuitive problem-solving skills.

Ability to interact with any individual in a manner that is not confrontational, intimidating, or argumentative.

Ability to establish and maintain effective working relationships with individuals from both inside and outside of the employ of the City of Margate.

Ability to demonstrate superior oral communication skills for effective expression and clarity of thought or purpose.

Ability to consistently produce written communications and printed documents that are free of spelling and other errors, grammatically-correct, and legible when hand written.

Ability to demonstrate superior competency in applying report and record keeping principles, methods, and practical applications when performing and completing assigned tasks.

Ability to effectively plan, assign, supervise, and evaluate both the work and the job performances of subordinates.

Ability to consistently perform multiple diverse tasks simultaneously while maintaining an attention to detail without compromising job performance.

Ability to consistently complete assigned tasks accurately and timely.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date



