

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Park & Recreation Supervisor

<b>DEPARTMENT:</b> Administration	<b>ACCOUNTABLE TO:</b> Park & Recreation Manager	<b>FLSA STATUS:</b> Non-Exempt
<b>SALARY RANGE:</b>	19	
<p><b>CLASS SUMMARY:</b> Incumbent is responsible for assisting the Park Manager with the oversight and coordination of the day-to-day services and operational activities of the Santee Lakes Recreation Preserve. Duties include: providing customer service; providing information and assistance to Santee Lakes visitors and guests; scheduling and organizing daily activities; coordinating marketing programs; developing and implementing recreation activities and special events; scheduling staff assignments and coordinating responsibilities; overseeing Santee Lakes maintenance program; recruiting, hiring, training and supervising staff; protecting Santee Lake facilities and resources; assuring appropriate application and implementation of Padre Dam and Santee Lakes policies and procedures; preparing and processing a variety of correspondence, documents and forms; maintaining files, records and contracts; ordering program and facility supplies as needed; observing, explaining, communicating and/or enforcing Santee Lakes policy; initiating purchasing within budget parameters; developing and maintaining positive community and employee relations; coordinating the Santee Lakes volunteer program; maintaining daily, weekly and monthly occupancy and park use records; researching, assisting, and resolving problems.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Park &amp; Recreation Supervisor is a second level of a three level Park staff series. The Park &amp; Recreation Supervisor is distinguished from the Park &amp; Recreation Coordinator classification in that the Park &amp; Recreation Supervisor has budget and operational responsibilities and the understanding and ability to perform the essential duties required of the Park &amp; Recreation Coordinator.</p>		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
1.	Plans, organizes, and schedules activities and events at Santee Lakes, including recreational and community events; coordinates with other organizations (i.e. City of Santee Community Services Department, area school districts, San Diego County Department of Public Recreation, etc.).
2.	Assists the Park Manager with the administration of Santee Lakes policies, procedures, safety and enforcement programs. Hires, trains and supervises employees. Fills in for the Park Manager in his absence.
3.	Develops and implements various recreation programs and activities for all ages.
4.	Researches and seeks grant funding opportunities. Coordinates grant applications and grant administration. Investigates and implements other creative funding opportunities and strategies. Develops and manages a Santee Lakes "Trust" and/or "Endowment" program.
5.	Develops and coordinates Santee Lakes marketing and advertising programs and activities.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
6.	Oversees Santee Lakes maintenance programs, requisitions and repairs, including scheduling and directing the work of contract labor.
7.	Oversees the daily operations of the General Store and boat rental dock.
8.	Oversees volunteer programs, including recruitment, scheduling, training and evaluation.
9.	Prepares or approves daily cash balancing and deposit reports, researches and resolves discrepancies. Reviews campsite and day-use occupancy reports. Manages individual program budgets; tracks revenue and expenses to ensure budget projections are met.
10.	Prepares a variety of forms and documents such as correspondence, schedules and reports; maintains files and/or records.
11.	Orders materials and supplies, processes invoices and customer refunds.
12.	Monitors and surveys visitor satisfaction levels, investigates complaints and assists with the assuring a quality customer service program.
13.	Oversees the reservation system set-up and programming, including the format of creation of invoices, reports and collection of accounts receivable.
14.	Visually observes and inspects Santee Lakes for safety hazards. Ensures visitor safety and rule compliance. Investigates, reports and documents incidents involving rule violations, accidents, vandalism and emergency response.
15.	Prepares the monthly priority and accomplishment report
16.	Performs other duties of a similar nature or level.

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#### **Knowledge** (position requirements at entry):

- Common public relations courtesies, practices and techniques;
- Occupancy Laws and safety and health codes related to managing a recreational Park and campground
- Intermediate Park accounting practices
- Customer service techniques;
- Park and facility maintenance practices;
- Methods of enlisting the support and cooperation of the public;
- Advanced knowledge of practices and techniques in the area of parks, campground and recreation;
- Safe boat operation
- PC Network systems and applicable software
- Fish and Game laws and identification
- First Aid and Cardiopulmonary Resuscitation (C.P.R.)

#### **Skills** (position requirements at entry):

- Reading, writing and performing mathematical calculations at the level required for successful job performance;
- Using diplomacy, tact and firmness in dealing with the public;
- Recreation and leisure program administration;
- Marketing and advertising principles.
- Supervisory theories and principles and evaluating staff;
- Interpretation and enforcement of park and campground rules and regulations.
- Personal computer network systems;
- Industry involvement in a professional or trade association.
- Volunteer program operations and coordination;
- Understanding and carrying out oral and written instructions;
- Establishing and maintaining effective relationships with those contacted in the course of work;
- Working irregular hours, varied shifts, weekends and holidays, often alone;
- Operating District vehicles and mobile telephone;
- Remaining calm in stressful situations;
- Adhering to established procedural and safety requirements of the job as a constant job behavior and to use good judgment in responding quickly and reasonably to unanticipated personal safety problems;
- Using office equipment such as phones, copiers, fax machines.

#### **Training and Experience** (position requirements at entry):

- Bachelor's degree in recreation administration, park management, business administration, leisure services or related field with at least 2 years experience in the field of recreation, park management, community service, leisure services, travel and tourism or customer service, preferred. OR
- Associate's degree in recreation administration, park management, business administration, leisure services or related field acceptable with at least 5 years experience in the field of recreation, park management, community service, leisure services, travel and tourism or customer service.

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### Licensing Requirements (position requirements at entry):

- Valid California Driver's License
- Certified Park Operator designation by the National Association of RV Parks and Campgrounds desirable.
- C.P.R. and First Aid certificate

### Physical Requirements:

1. Positions in this class typically require: standing for long periods of time, sitting, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**OR**

2. Positions in this class typically require: standing for long periods of time, sitting, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### Classification History:

Date: 4/98; 5/02; 7/04; 1/05